

Data Privacy Notice

Lane's Dance Academy (LDA) are committed to protecting and respecting your privacy.

This Policy describes how we collect and use personal data about you in accordance with the

General Data Protection Regulation.

We may change this Policy from time to time so please check this page occasionally to ensure that you are happy with any changes.

Who are we

We are Lane's Dance Academy based in Tameside.

Email address: lanesdanceacademy@gmail.com

Tel: 07725 532308

How do we collect information.

The data we collect and process from the LDA is collected from the sign in form you filled in on our website and/or signed by you on the first day you/your child attends a class at any of our venues. It is important you inform us of any changes we should know about.

What type of data do we collect from you

(Our lawful basis for processing this data is one of consent.)

Information collected	Purpose
Name of student	Personalised Service & safety
D.O.B.	Class structure & suitability for class streaming (children only)
Gender of pupil	Class structure – ensuring students are placed in appropriate classes
Name of parent/ Guardian	Contact regarding the student (children only)

Email address	This will be used to communicate with yourself as a student or parents/guardians of students.
Main Contact number (emergency contact number)	Emergency contact (safety)
Extra Emergency contact name/number	Alternative contact number when main contact unavailable (safety)
Medical information	Includes food allergies and any medical conditions necessary to ensure your/your child's safety and comfort when attending classes.
Permission to photograph and video children	With your consent Photographs and Videos will be taken of the children throughout the year at classes, performances and workshops. With your permission on the consent form filled in upon enrolment on our website or in class Lane's Dance Academy may use these video recordings and photographs for promotional and marketing material.

Retaining your personal data

We will retain the data you provide for as long as you/your child attends classes with us and for a year afterwards unless advised otherwise by you.

Your rights

Under data protection legislation you have the right to request access to any information we hold relating to you and/or your child. Any requests should be made by email to: lanesdanceacademy@gmail.com

You should provide your name, address, telephone number, email address and the details of the information you wish us to send to you.

If you think your data should be erased please contact us at the email above.

We keep this policy under regular review.

Date of last update: 18/09/2019

