**Energy School of Dancing Privacy Policy**

This policy gives you information on how Energy School of Dancing collects, uses and protects data collected by/ submitted to us..

**Data Protection**

Energy School of Dancing is following the new Regulations for Data Protection, it’s use, storage and protection.

**Data Collection**

We only collect Data that is voluntarily given to us.

Data is collected though our website for potential students and potential teachers looking for work.

Further data is collected when a Student joins Energy School of Dancing as a member, a teacher starts supplying teaching Services.

**Data Use**

Data is collected for a various number of purposes:

1. To respond to enquiries requesting our Services.
2. To ensure that necessary information can be easily, quickly and efficiently given to you.
3. To ensure quick and efficient Customer Service.
4. To ensure the Health and Safety of our Students and teachers.
5. To Comply with any law that is necessary.

**Data Security**

In order to maintain the Security of your Data we use appropriate Physical and Electronic safeguards to protect your personal data from loss and unauthorised access, however cannot guarantee that unauthorised third parties may never overcome those measure, with the Internet being an open system.

**Data Retention**

You Data is only held for the following reasons:

1. Student data is only held whilst Students are current members of classes and is destroyed once a student leaves and there are no outstanding fees to be paid, unless required for Legal reasons.
2. teacher data is only held whilst they are providing teaching Services for Energy School of Dancing, on leaving, information is destroyed, unless required for Legal reasons.

**Third Party Websites**- we are not held responsible for the Data Security system of any third party website.

**Your rights**

You have the right to

1. see any of the information held by us for you (and your child/ren)
2. to change or delete it. Please note that certain information if deleted may compromise the membership of your child with Energy School of Dancing.
3. Any changes will be implemented within one Calendar month.

**Changes to our Policy**

Energy School of Dancing retains the right to update our Privacy Policy at any time and if so will post this fact on our Main website and will do our utmost to ensure that you have receive a notification.

**Sharing personal information.**

We do not use your data for anything else and it will NEVER be passed onto Third Parties, with the following exceptions

1. To the Local Authority when required for Childrens’ performances.
2. To medical bodies in case of Emergency.

**Permission for video and Photos to be used** –Photographs and film footage will be taken of your child in both class room and performance settings, to be used in on line and offline marketing and publicity. You must actively OPT IN to give us your consent.

**Lawful Basis for Processing**

All information held will be held for one of these bases Legitimate, Consensual and Contractual necessity.