

Privacy Policy

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Our Commitment

Locomotion Dance Studios is committed to protecting your privacy and we appreciate that you want the personal information you provide to us to be kept private, and safe. Here we explain how we collect information through the web site, what we do with it and what controls you have.

What data do we collect?

So that we can provide you with services and respond to your email/enquiry form requests, we ask you to submit information such as your name and contact details. You are under no obligation to provide such information. However, if you should choose to withhold requested information, we may not be able to contact you.

How is the information used?

We will use the information you provide to us to arrange services requested by you and respond to any enquiry. If you have e-mailed us we will use your e-mail address to respond to your query. Once we have provided your services or responded to your enquiry your details will be kept on our system to ensure that we can contact you if the need arises in the future.

We do not share your information with any third parties (with the exception of providing your details to the International Dance Teachers Association for examination purposes), unless you have asked us to, or we have otherwise agreed this with you first.

With whom else is the information shared?

We may disclose personal information if required to do so by law or if we believe that such action is necessary to protect and defend the rights, property or personal safety of Locomotion Dance Studios website or its visitors.

Security

Locomotion Dance Studios places a great importance on the security of all personally identifiable information associated with our contacts and consequently we take reasonable precautions to protect against the loss, misuse, and alteration of contact data under our control.

Use of cookies

This web site may use cookies or other devices to automatically collect personal information about visitors to the site. This information is limited to the IP address of the computer you are using to access the site. This information is used solely for admin purposes to monitor levels of usage of the web site.

Where is the information stored?

All information which you submit via this website is sent to and stored on a computer located in the United Kingdom. This is necessary for Locomotion Dance Studios to process the information and to send you the

information you have requested. Your personal data is also stored on our class admin software, *Class Manager*. We suggest you review their privacy policy (<https://classmanager.com>)

Your acceptance of these terms

By using the Locomotion Dance Studio's, you consent to the collection and use of your information by Locomotion Dance Studios as set out in this privacy policy. If we change our privacy policy in any way, we will post these changes on this page (www.LocomotionDance.co.uk).

Your rights

You have a legal right to a copy of all the personal information about you held by us. You also have a right to correct any errors in that information. You have a right to ask us to stop sending you direct marketing material at any time even if you have previously asked us to do so or have otherwise agreed to this.

Please contact us with any questions, concerns, or comments you have about our Privacy Policy.

Comprehensive Privacy Policy

We at Locomotion Dance Studios are the data controller. Our details are:

Locomotion Dance Studios
18 Chepstow Drive
Mexborough
S64 0JH

This Privacy Policy explains how we will use any personal data we collect and store for you.

WHAT DATA WE COLLECT ABOUT YOU

We collect your personal data when you register yourself or your child/children and enrol onto our classes. We may also collect data when you voluntarily complete surveys, provide feedback, interact on our social media sites and participate in any discount offers. Website usage data is collected using cookies.

We collect the following personal data in order to provide parents, guardians, students, clients and customers with the service(s) they require:

- ✓ Full name, gender, date of birth, contact details (home address; home, mobile and work telephone numbers; email address). Personal data about persons connected to you such as legal guardians, legitimate carers and referees (you must have their authority to provide their data to us).
- ✓ Emergency contact details (full name, address, telephone numbers, email addresses)
- ✓ Medical conditions / allergies
- ✓ Details of any learning / special needs or requirements
- ✓ Education details and previous dance/performing arts experience
- ✓ Records of products and services purchased
- ✓ Consent for photographs, videos and audio recordings during events, classes, clubs, camps, parties and any other services we provide.

STAFF / CHAPERONES (above and in addition)

- ✓ Professional qualifications / memberships

- ✓ Work history and references
- ✓ Disclosure and Barring (DBS) Certificates

THE PURPOSE OF COLLECTING YOUR DATA

We only process your personal data as is necessary and for legitimate interests including:

- Communications such as newsletters, notices, updates and promotions. This includes email and telephone communication such as text messaging, the use of WhatsApp and the use of social media (Facebook, Twitter, Instagram), to keep you up to date with data on our products and services.
- For record keeping such as ordering of products (e.g. dancewear) or taking class registers.
- For surveys, market research and developing statistical data that allows us to improve our services.
- You have the 'right to object' to all legitimate interests relating to you.

To comply with a legal obligation including:

- Compliance with legal and regulatory requirements and related disclosures e.g. work with children and vulnerable groups, HMRC etc.
- Exercising your rights under data protection law and making right' requests.
- Verifying your identity under data protection law, other legal and regulatory requirements and related disclosures.
- The establishment and defence of legal claims and rights.

Based on your consent (please note that withdrawal of consent from one activity does not mean withdrawal from other activities you have consented to. Withdrawal of consent may also affect what we can do for you) including:

- Sending you marketing, advocacy and other communications about Locomotion Dance Studios.
- Photographs, video and audio recordings for use in Locomotion Dance Studios publications, materials and online platforms including websites and social media (Facebook, Twitter, Instagram). The media is used for promotional purposes, to assist teachers with their lessons and to help students with their learning. All rights to any photographs, videos and audio recordings remain in the property of Locomotion Dance Studios.

WHO WE SHARE YOUR DATA WITH

Your personal data is stored on our class admin software *Class Manager*; we suggest you review their privacy policy.

We do not share any personal data with any other third parties unless we are required to do so by law or for any of the following reasons:

- You have opted to take examinations (data shared with the (IDTA) International Dance Teachers Association). The required data will be shared with the named bodies; please see the named bodies data protection policy for more information of their use of data.
- Records of products (dancewear etc.) and services (classes, parties, clubs etc.) purchased.
- You are to take part in a productions/show which requires a Body of Persons license (data shared with North Lincolnshire and South Yorkshire Council's).

- You take part in a third party production/show (data shared with show organisers), external training (e.g. data stored with the IDTA) or workshops (e.g. data stored with the workshop organisers)
- Other parties connected to you where you have given consent to contact them as referees, legal guardians or legitimate carers)
- Government bodies and agencies in the UK: Disclosure and Barring Service for DBS checks and the Data Commissioner's Office.
- Due Diligence Checking (DDC) for DBS checks.
- Emergency services to protect your vital interests.
- Anyone else where we have your consent required by law.

HOW LONG WE HOLD YOUR DATA FOR

We will hold your data for as long as is necessary to meet the purpose for which it was originally collected.

- Where you have given your consent for collecting your personal data, we may hold it for as long as your consent is not withdrawn. We aim to refresh your consent after a reasonable period.
- Where you have given consent for direct marketing, we will stop processing your data once we receive a withdrawal of consent or you have unenrolled from classes. Your data will then be destroyed within 2 years of class withdrawal.
- Where we may have collected your personal data to meet legal obligation (e.g. GBS checks, HMRC, Safeguarding children), we will hold your data in accordance with the retention periods given by legal and regulatory bodies and subject to the exceptions below.
- Exceptions: We may hold your personal data for longer than originally collected for archiving, keeping statistical data, to defend or make a legal claim or for as long as a claim may be brought against us or made by us and/or in accordance with legal and regulatory requirements.

YOUR RIGHTS

RIGHT TO BE INFORMED

You have the right to be informed about the collection and use of your personal data. This Privacy Policy meets this.

RIGHT TO ACCESS YOUR PERSONAL DATA AND RECTIFY IT

You have the right to confirm that your data is being processed and to access the data we hold about you. You have the right to have inaccurate data rectified or completed if it is incomplete. These requests must be completed in writing to ensure all data is correctly updated. We aim to provide these requests separately within one month following the date of your access or rectification request or three months if it is complex to provide it.

RIGHT TO ERASURE

The right to be 'forgotten'. You have the right to have your data deleted by us:

- Your data is no longer necessary for the purposes we originally collected it for.
- You have informed us that you've withdrawn your consent and we do not have any legal grounds to continue to hold your data.
- You object to direct marketing from us.
- You object to any of the legitimate interests for collecting personal data.
- We did not collect your data lawfully.
- Where we must comply with legal and regulatory requirements.
- We give emphasis to personal data collected from children where they may have joined social media groups and/or may no longer be a child as they may not have been aware of the risks at the time, they may have given consent to us.

Your right to erasure may not apply where we hold your data for one of the following reasons:

- To exercise the right of freedom of expression and data as follows:
- To comply with a legal obligation.
- For the performance of a task carried out in the public's interest or in the exercise of official authority.
- For archiving purposes in the public interest, scientific or historical research or statistical purposes where erasure is likely to render impossible or seriously impair the achievement of these purposes.
- For the establishment, exercise or legal claims.
- Where your right to erasure applies, we will aim to provide this request within one month of following the date of your request or three months if it is complex to provide it.

RIGHT TO RESTRICT PROCESSING

You have the right to request that we only store your personal data but not use it; this request must be submitted in writing.

- Where an erasure request is manifestly unfounded or excessive, we may charge a fee or refuse to respond. Where we refuse to respond, we will explain why; you have the right to complain to the Data Commissioner's Office. This right only applies where:

- You contest the accuracy of your personal data and we are working to verify the accuracy of your data.
- We did not collect your data lawfully.
- We no longer need your personal data, but you need us to keep it to establish, exercise or defend a legal claim.
- You have objected (see “right to object”) to us using your personal data and we are considering whether our legitimate grounds override the nature of the objection.
- We will not process your restricted data in any way except to store it, unless:
 - You give your consent to continue processing it.
 - It is for the establishment, exercise or defence of a legal claim.
 - It is for the protection of the rights of another person (natural or legal).
 - It is for reasons of important public interest.

RIGHT TO OBJECT

You have the right to object to:

- Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling); direct marketing (including profiling); and holding data for purposes of scientific/historical research and statistics.
- You must have “grounds relating to your particular situation” in order to exercise your right to object to processing for research purposes. If we are conducting research where the processing of personal data is necessary for the performance of a public interest task, we are not required to comply with an objection to the processing.
- Right to object to processing our legitimate interests and the performance of a legal task: You have the right to object to:
 - Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling).
 - You must have an objection on “grounds relating to your particular situation”. We will stop processing your personal data unless:
 - We can demonstrate compelling legitimate grounds for holding your data after considering your rights and expectations;

- It is for the establishment, exercise or defence of a legal claim.
- You have the right to object to direct marketing. We will stop processing your personal data purposes as soon as we receive an objection.

RIGHT TO DATA PORTABILITY

You have the right to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, with hinderance to usability. The right to data portability only applies:

To personal data an individual has provided to us;

- Where the processing is based on the individual's consent or for the performance of a contract; and when processing is carried out by automated means.
- We are only able to provide some personal data in Microsoft Excel / CSV format and are unable to provide data portability for data outside of this.
- We will aim to provide this request within one month following the date of your request or three months if it is complex to provide. If we are unable to meet your request we will explain why; you have the right to complain to the Data Commissioner's Office.

SECURITY

We are committed to ensuring that your data is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable, physical, electronic and managerial procedures to Safeguard and secure the data we collect.

Your information is stored securely on the *Class Manager* software. <https://app.classmanager.com>

- We try where possible to only hold data digitally and which is password protected however, we do at times use paper copies of information (for example, class registers) and these are stored securely in locked fire-retardant boxes when not in use.
- A cookie is a small file which asks permission to be placed on your computers hard drive. Once you agree, the file is added; the cookie helps analyse web traffic or lets you know when you visit a particular website. Cookies allow web applications to respond you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering data about your preferences.
- We use traffic log cookies to identify which pages are being used on our website. This helps us analyse data about web page traffic and helps us to improve our website, tailoring it to customer needs. We only use this data for statistical analysis purposes and then the data is removed from the system.
- Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie do not give us access to your computer or any data about you, other than the data you choose to share with us.

- You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

LINKS TO OTHER WEBSITES

Our website may contain links to other websites of interest such as the IDTA (International Dance Teachers Association), SET (Society for Education and Training) etc. and you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any data which you provide whilst visiting such sites and such sites are not governed by this privacy policy. You should exercise caution and look at the privacy policy applicable to the website in question.

HOW TO CONTACT US

For data protection matters, you can contact us:

Alexandra Earnshaw
18 Chepstow Drive, Mexborough, S64 0JH
07922 861 460
Hello@LocomotionDance.co.uk

HOW TO COMPLAIN

You can complain to us using our 'How To Contact Us' details above. You also have the right to complain to the Data Protection Commissioner's office. It has enforcement powers and can investigate compliance with data protection law: ico.org.uk

UPDATED SEPTEMBER 2021