

General Data Protection Regulation (GDPR)

The General Data Protection Regulation came into place on 25th May 2018 and sets guidelines for the processing and collection of personal data.

Laura's Dance Academy is committed to protecting and respecting your privacy. All information collected via the MemberMeister registration form, and for other purpose which will be detailed in the policy below will be retained by us whilst the student is attending classes and for up to one year afterwards unless advised otherwise by you. After this time the information will be destroyed. Your information will not be passed, sold or forwarded to third parties except where the law requires.

DATA PROTECTION POLICY

The Principal of Laura's Dance Academy, Laura Ratcliffe, is responsible for ensuring that this data protection policy is implemented.

LDA collects and uses certain personal information to enable us to conduct our business and operate as a dance education and training organisation.

What type of data do we collect?

Information collected	Purpose
Name of student	Name of student
Address	Point of contact
Date of birth	For age, as this is required for class structure and entering into competitions/IDTA exams
Email	Used to communicate with parents
Contact number	Used as alternative to communicate with parents
Name of parent	Point of Contact
Emergency contact	For child safety
Medical conditions	Includes food allergies to ensure child safety and comfort
Additional information	That the principal/teacher would need to be aware of
Consent for photos	Photographs and Videos taken for learning development and for promotional purposes

The need to ensure that data is kept securely means that precautions are taken against loss or damage and that both access and disclosure is restricted. All personal data which is held is kept securely, accurate and up to date. LDA will not disclose your information to third parties outside the school except where the law allows or requires, or where you have given your permission to do so.

It is the duty of the principal to ensure that personal information is used properly, is not excessive and is not kept for longer than necessary.

All individuals who have personal information held by LDA are entitled to:

- Ask us for copies of your personal information
- Ask us to rectify information you think is incorrect
- Ask us to erase your personal information
- Restrict processing of your information
- Object to processing of your information
- Give consent to transfer the information you gave to another organisation

We keep this policy under regular review.