

## **Sandra Taylor School of Dance – Privacy Policy**

We all give our personal data out daily – our names, contact details, or other bits of information – and most of us want to be feel sure that our data is being handled properly.

As someone who is in contact with Sandra Taylor School of Dance, you may have given us information about yourself, like your name, or email address, or other details. Our privacy notice explains what Sandra Taylor School of Dance does with this information – it tells you how we gather, use, disclose and manage your personal data.

We take your privacy very seriously. We aim always to be clear to you about the way Sandra Taylor School of Dance manages data, so we make sure our privacy notice is up to date. You should read this page from time to time to check that you are happy with any changes we make.

Our privacy notice is as comprehensive as possible, but it doesn't cover every aspect of our collection and use of personal data. Please contact us if you need more information, or have any questions about this notice. Our contact details are in the 'Get in touch' section below.

### **What do: 'Sandra Taylor School of Dance', 'we' or 'us' refer to?**

In this notice 'Sandra Taylor School of Dance', 'us', 'we' and 'our' refer to the company

#### ***What personal information does Sandra Taylor School of Dance collect, and how?***

We collect the following personal information (where relevant or applicable):

- Name
- Parents'/guardian's name(s)
- Contact details, including address, telephone number and email address
- Date of birth
- Records of your correspondence with us
- Photographs and video recordings
- Any other information you share with us

This information may be collected from:

- Telephone or face to face conversations with you and/or your parent/guardian
- Publicly available sources

#### ***Why and how do you use my personal data?***

Data helps us support and improve interactions with Sandra Taylor School of Dance. Examples include:

- Updating you on Sandra Taylor School of Dance policies and procedures
- Managing dancing activities, and making sure the right care is in place for activities

- Communicating with you, for example when informing you of recipes plans or arranging payments
- Developing our services
- Keeping a record of your relationship with Sandra Taylor School of Dance for our administration, and to let you know about changes to our services or policies
- Investigating and responding to complaints, legal claims or other issues
- Preventing and detecting fraud and error
- Assessing applications for employment
- Keeping you up to date our marketing activity through direct mail, email and telephone (see below for more information)

### **We use marketing materials for the following**

- Updates about Sandra Taylor School of Dance's work, including newsletters
- Information about events and courses

### ***Can I change my consent?***

Yes! You can withdraw your consent or update your marketing preferences at any time. Just use inform a member of the team.

If you make changes to your consent, we will update your record as soon as we possibly can. Emails will be stopped immediately, but it may take up to 60 days for our systems to update and stop post being sent to you.

If you tell us you don't want marketing, fundraising or campaign communications, you may still receive messages about transactions and services from other connections you have with us (as described below).

### ***When is it legal to use personal information?***

We need a lawful basis to collect and use your personal data under data protection law. The law allows for six ways to process personal data (and additional ways for sensitive personal data). Three of these are relevant to Sandra Taylor School of Dance. We can use process information on the basis of:

- Your consent (for example to send you direct marketing by email or SMS)
- Your contractual relationship with us (for example to provide you with services that you have purchased from us)
- Sandra Taylor School of Dance's legitimate interests (please see below for more information)

### ***What does 'legitimate interest' mean?***

Personal data may be legally collected and used if it is necessary for a legitimate interest of the organisation using the data, as long as its use is fair and does not adversely impact the rights of the individual concerned.

When we use your personal information, we will always consider if it is fair and balanced to do so, and if it is within your reasonable expectations. We will balance your rights and our legitimate interests to ensure that we use your personal information in ways that are not unduly intrusive or unfair. Sandra Taylor School of Dance's legitimate interests include:

- Administration and operational management. This includes answering enquires, giving information and services, research, events management, administration of volunteers and employment and recruitment requirements.

If you would like more information on our uses of legitimate interests or to change our use of your personal data please get in touch with us.

### *If you are 14 or under*

If you are under the age of 14, you must get permission from your parent or guardian before giving us any information.

### *How long do you keep personal data for?*

Sandra Taylor School of Dance keeps your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We decide how long is appropriate to keep personal data. We do this by considering the amount, nature and sensitivity of the personal data; the potential risk of harm from unauthorised use or disclosure of your personal data; the purposes for which we process your personal data, whether we can achieve those purposes through other means, and the legal requirements.

If you ask to receive no further contact from us, we will keep some basic information about you on our suppression list to avoid sending you more unwanted messages.

### *Do you share my data with other organisations?*

We do not share or sell your personal information to third-party organisations for marketing, fundraising or campaigning purposes.

We share your personal information with our trading company and relevant regional and local Sandra Taylor School of Dance organisations to:

- Administer your membership of Sandra Taylor School of Dance
- Manage your participation in Sandra Taylor School of Dance activities

We also share personal information:

- Where we are required to by law, for example to law enforcement or regulatory bodies
- Where it is necessary to protect the vital interests of an individual
- If we have your consent

### *How do you protect my personal information?*

We use technical and organisational ways to protect your data and prevent the loss, misuse or alteration of your personal information.

Unfortunately the transmission of data over the internet is not completely secure. But once we receive your information we use strict procedures and security features to try to prevent unauthorised access.

We only use the personal information that we request to fulfil provide you the service.

And we keep the personal information that is required for our accounts secure, and only for as long as required by law

### ***Disclaimer***

We cannot be responsible for any information you give in public community areas of the Sandra Taylor School of Dance website, or on websites that we link to from our platform. This information can be viewed or collected by any third party - you should always be wary of publishing any personal information in public community areas.

You should also read the privacy notices of any other websites that we link to from Sandra Taylor School of Dance website which you visit. This is so you may understand what information is collected from you and for what purpose.

Sandra Taylor School of Dance cannot be held responsible for the policies of any third party website that we link to, and you access these websites at your own risk.

## **Get in touch with us**

If you have any concerns about the Sandra Taylor School of Dance privacy notice or about how we deal with data, or how we've used your data, please get in touch. Call or email us:

**0115 9816738**

**[sandrataylorsofdance@yahoo.com](mailto:sandrataylorsofdance@yahoo.com)**

### ***Changes to this privacy notice***

Keep up to date with changes to this privacy notice by checking asking us from time to time.