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## DATA PROTECTION POLICY

(Last revised: May 2018)



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## Welcome to Dance Visions and Dance Visions Studios

This privacy notice tells you what to expect when we collect personal information.

We may change this policy from time to time to ensure that you are happy with any changes.

### This policy

- Outlines DVS's commitment to safeguarding the personal data of individuals.
- Provides information to employees and others who are responsible for the implementation of this policy.

### General

- DV & DVS recognises that personal information is confidential and unauthorised disclosure is a breach of contract and an offence under the Data Protection Act.
- Data protection legislation applies to anyone who handles or has access to information about individuals (data subjects). Personal information will be dealt with properly irrespective of how it is collected, recorded and used – whether on paper, electronically or recorded on other media.
- Data subjects on whom the information is held have rights. DV & DVS regards the lawful and correct treatment of personal information as important to successful operations and to the maintenance of confidence between it and those with whom it deals.
- Employees and others who handle data will follow the rules set out in the legislation and help to protect individuals' rights.

Dance Visions and Dance Visions Studios (here after referred to a DV & DVS) is committed to process any personal information it holds only in ways that are fair, transparently and meet its legal obligations, in other words, in accordance with the Data Protection Act and its successor the [General Data Protection Regulations](#) (GDPR).

The GDPR is Europe's new framework for data protection laws – it replaces



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the [previous 1995 data protection directive](#), which current UK law is based upon.

DV & DVS will take particular care over email addresses which in addition to the GDPR are subject to the Privacy and [Electronic Communication Regulations](#) (PECR)



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The Data Protection Act seeks to ensure that information held on computers and in some paper-based systems (collectively known as relevant filing systems) are managed properly. Employees must protect personal information by following the Data protection principles of good practice set out below.

### **Data protection principles**

The legislation sets out various data protection principles. These include that personal information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection

### **Your rights**

The legislation conveys various individual rights. These include the following:

- The right to be informed
- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

### **Information DV & DVS processes**

The following sections describe the information that DV & DVS collects and how it is processed. The sections are split according to the type of information.

### **Legal basis for processing**

The legislation requires that there is a clear legal basis for processing personal information. In general DV & DVS relies on the individual's consent in order to process their data. Where there are exceptions such as a legal obligation, contractual agreement or DV & DVS's legitimate interest, they will



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be noted below.

Please note that if consent is withdrawn the level of service that we can offer might be severely curtailed.

## **Students & Parents/Guardians and Staff (Members)**

DV & DVS collects and uses certain types of personal information, with consent, about people (data subjects) with whom it deals in order to operate and provide our services. That includes, but not limited to, the administration of joining and renewals, distribution of Invoices for termly payments, Important letters and emails related to our classes, events, courses, workshops, examination information. and providing disclosure and baring service checks and registration.

Our Data Subjects include current, past and prospective employees, suppliers, students, parents, visitors and others with whom it communicates. Examples of personal information include names, photographs, contact details, gender and age.

In addition, it may occasionally be required by law to collect and use certain types of personal information to comply with the requirements of government departments for business data (e.g. ethnicity, health and safety statistics)

### **E-news items**

With consent we email items of news that we believe will be of interest to our members.

We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-news items.

### **Data Retention**

Once a member leaves, we retain sufficient information to identify the previous member for one year only. This allows the previous membership number to be used again if the member re-joins within that year and also allows us to waiver extra joining fees. After one year has lapsed and their information has been destroyed, if a member chooses to return and re-join DV & DVS, they will then be classed as a new member and the joining fee will once again be applicable.



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### **Website visitors**

When someone visits dancevisions.co.uk we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone.

### **Forms**

There are various forms on the website used to collect information. That information is only used for the stated purposes which are described in the relevant sections of this Privacy Notice.

### **Payments**

Payments are taken using secure online banking transfers and our card machine which runs through our internet line and is PCI Compliant with regular checks, also with a 3<sup>rd</sup> party supplier (see 3<sup>rd</sup> party suppliers).

### **Links to other websites**

This Privacy Notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

### **Suppliers / 3rd parties**

#### **Use of data processors**

Data processors are third parties who provide services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct. The following is a list of our main data processors. There may be others from time to time.

### **Posting**

When sending letters, parcels, we will share your postal address with the delivery service (Normally Royal Mail or Parcel Force).



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### **Business Management System and Email Marketing Systems**

DanceBiz and Constant Contact - Used for emails correspondence and marketing as well as student database , Invoicing, Scheduling , Class registers and time-tabling. They are third party services and fully GDPR compliant.

### **Website hosting**

We use a third party service, who are contractually obliged to treat any information on our private website as confidential and only use such information for the purpose of providing **DV & DVS** with web hosting.

### **CRB/DBS service**

A DBS checking service for **DV & DVS** members is provided by Due Diligence Checking Ltd. Information provided by them to **DV & DVS** will only be shared with the individual concerned. The records are kept for 3 years and then deleted.

**DV & DVS** does not see nor retain your credit card details since these are handled by our card machine provider.

### **International Data Transfers**

Your personal information will be stored in the EU and in accordance with the GDPR.

The GDPR applies to EU residents. If we share personal information of EU residents with suppliers or 3rd parties outside of the EU we will ensure that they meet the requirements of the GDPR.

We are committed to complying with the data regulations of non-EU residents according to their jurisdiction.

### **Security**

**DV & DVS** has implemented technical and organisational security measures to protect your personal data against unauthorized access, loss or misuse.

### **Complaints or queries**

**DV & DVS** tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or



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inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of **DV & DVS**'s collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

Confidentiality will be preserved during the investigation of a complaint to safeguard the interests of everyone concerned unless disclosure is necessary to progress the complaint.

If you want to make a complaint about the way we have processed your personal information, please contact us in writing to the address provided below.

### **Access to personal information**

**DV & DVS** tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by asking. This is formally known as a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it.
- tell you why we are holding it.
- tell you who it could be disclosed to.
- let you have a copy of the information in an intelligible form.

To make a request to **DV & DVS** for any personal information we may hold you need to put the request in writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes.

### **Disclosure of personal information**

Except as described in this Privacy Notice we will not disclose personal data without consent.

### **Legal Obligation**





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There is an exemption in the Data Protection Act 1998 which allows for the release of personal information for the purposes of prevention or detection of crime. DV & DVS may release information to the Police or other crime prevention or law enforcement organisations upon request in such circumstances. This will only be done by, or with the permission of, a Director.

We may disclose your information to governmental agencies or entities, regulatory authorities, or other persons in line with any applicable law, regulations, court order or official request.

## **Implementation**

The DV & DVS Directors are its designated 'Data Controllers' and hold responsibility for the fair and legal processing of data.

The Data Protection policy is available on the DV website and is introduced to new employees during induction.

All staff and other individuals are appropriately trained to handle personal information.

DV will regularly review the way it processes personal information in light of compliance with the Act and will review this policy on a regular basis.

You can read more about your rights at <https://ico.org.uk/for-the-public/>.

## **How to contact us**

Or use our website contact form at [www.dancevisions.co.uk /contact](http://www.dancevisions.co.uk/contact) or write to:

Data Protection  
Dance Visions Studios  
Units 7& 8 Kingfisher Business Park  
Henwood  
Ashford  
Kent  
TN24 8DG