



# ELEONORA DANCE STUDIOS



## PRIVACY POLICY

Eleonora 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. Here we explain how we collect information, what we do with it and what controls you have.

### *What data we collect*

The information we collect is as follows:

**Parents and guardians:** Name, Address, Telephone, Email

**Children:** Name, Age, Date of Birth, Address, Medical & Allergy Information.

**Teachers:** Name, Address, Qualifications, DBR Check, Bank account

**Images:** We make limited use of images on our website. No personal information is linked to any images of children. Express consent is obtained for the use of images.

### *How we use your information*

Your information will be used to arrange and administer classes, to invoice you for our services, to contact you and to enter children into the Royal Academy of Dance examinations.

### *Who we share your information with*

Your information is shared with:

- Membermeister for the purpose of administration and to enable us to invoice you for our services. Details of Membermeister's IT security policy can be viewed at <http://help.membermeister.com/frequently-asked-questions/what-is-membermeisters-it-security-policy>
- Royal Academy of Dance for the purpose of entering your child into examinations.

### *Security and storage of your information*

Eleonora Dance Studios places great importance on the security of all personally identifiable information we hold and to protect it against loss, misuse or alteration.

### *Our website and cookies*

Our website uses cookies. 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 website.

Our website allows you to sign up to our blog. For this you need to provide your email address which is held within the administration section of our Wordpress website.

## ***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.

General Data Protection Regulation (GDPR) includes the following rights for individuals

- The right to be informed: You have a right to know what information we hold about you and the purpose for which it is to be used. This privacy policy sets out the way we hold and use your personal information.
- The right of access: You have a right to receive details of the information we hold about you and this information will be provided within a month of receiving the request.
- The right to rectification: You have a right to have any incomplete or inaccurate information rectified and rectification will be carried out within a month of receiving the correct information from you.
- The right to erasure: You have a right for your information to be removed from our systems. In principle, this can only be done once you are no longer making use of our services.
- The right to restrict processing: You have a right to restrict how we process your data. The use of your data is within the strict limits as set out in this privacy policy. We will consider any request to restrict processing and respond within a month of receiving the request.
- The right to data portability: This allows you to obtain and reuse personal data for your own purposes across different services. Given the very limited and specific way in which we hold and use your data, we would not expect a requirement for data portability. However, we will respond to any request for data portability within a month of receiving the request.
- The right to object: You have a right to object to the processing of your personal data unless there are legitimate grounds for this.
- The right not to be subject to automated decision: Your data is not used for any automated decisions.

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

## ***Acceptance of these terms***

By using our services, you consent to the collection and use of your information by Eleonora 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.

Reviewed December 2019

Next review December 2020