#

# Allsteps Dance Academy

# Data Protection

# Privacy Information

This privacy statement provides information about how Allsteps Dance Academy processes personal data. Processing is about what we do with the data e.g. collection, storage, use and retention. It also outlines Your Rights and which Lawful Basis (under the General Data Processing Regulations 2018) applies to how we manage personal data. This privacy information will be reviewed on an annual basis and updated when necessary.

# Contents

Lawful Basis – Consent

## Why we process personal data

The personal data we process

Storage of data

Data Retention and Deletion

### Your Rights

Contact details

# Lawful basis - Consent

The GDPR legislation requires us to have a lawful basis for the processing of personal data. Our lawful basis is Consent. This means we ask you for your consent concerning the processing of your data. We do this by asking you if you wish to opt in.

**Why we process personal data**

Allsteps Dance Academy only collects and maintains personal data which is necessary for us to provide information and invoices to our students.

For example, we will use this information to create invoices and other documents such as:

Letters;

Information slips;

Newsletters;

Invitations;

Class Information

Allsteps Dance Academy collects personal data from its students, which serves specific purposes only for use within the Academy. It only collects the minimum amount of data required to achieve this. Allsteps Dance Academy will not pass on ANY of the personal data it holds to ANY third party company, other than The Royal Academy of Dance Examinations Board and Imperial Society of the Teachers of Dance (ISTD) for exam entry.

**The personal data we process**

We maintain student lists and contact information for individuals who attend dance classes provided by Allsteps Dance Academy. The personal data we collect includes:

* Names
* Addresses
* Date of Birth
* Parental/Carer Contact Details
* Medical Conditions
* Email Addresses
* Telephone Numbers
* Uniform and Footwear Sizes
* Photographic Consent

# Storage of data

Softcopy – data is stored in OneDrive. There is controlled access to both OneDrive and individual documents stored in OneDrive. Only staff of Allsteps Dance Academy who have a need to process this data are given access.

Hardcopy – data is stored securely by individual receiving the data.

# Data retention and Deletion

We review our softcopy and hardcopy holdings of personal data annually. We delete and destroy data that we no longer have a lawful reason to retain.

# Your Rights

The right to be informed

The right of access

The right of rectification

The right to erasure

### The right to restrict processing

The right to data portability

The right to object

If you wish to make a request based on any of these rights or require more information please use the contact details below.

# Contact Details

Miss Rafferty

Principal

Allsteps Dance Academy

Email: allstepsdance@gmail.com