



# Compliance with Data Protection Legislation (GDPR)

## Privacy Policy

### **Your Personal & Contact Information**

As part of our professional practice we require emergency contact information, information regarding injuries, medical conditions, allergies and medication as well as general contact information. Emergency contact information and relevant medical information is held to ensure the safety of all students taking part in our classes. General contact information is required for the purpose of administration in connection with dance classes (e.g. notification of key term dates, fees, processing of examination sessions, etc.) Where email addresses/telephone numbers have been provided to us we assume consent to use these for the above purposes unless you instruct us otherwise. Please note that this may affect eligibility to continue classes with us.

### **Contact via Social Media & Online Platforms**

We occasionally use social media to share useful information and celebrate student achievements. You are welcome to visit and interact; if you are sharing sensitive information please ensure you do so privately in that forum, or contact us directly. If photographs/videos have been taken at a public school event, we may arrange to share this privately with you via email or dropbox. Photographs/videos from events/classes may also be shared on our website/social media if you have given your permission on your class enrolment form.

### **Information Accuracy & Security**

We aim to only process information that is necessary and relevant to establish and maintain support. I store enrolment forms with care and immediate contact details for students on my smartphone in case of emergency. We will never sell/share your data with other companies.

The following section applies to students who choose to take part in exams and competitions:

#### **Exam Sessions/Competitions/Events and your data**

How we use your information: Diverse Dance Works will process your confidential information – which includes your name, date of birth, and relevant medical history, only for the purposes of exam/competition entry. The data will be stored securely, no longer than necessary and solely for the completion of those business activities.