**Levels Dance School (LDS) Privacy Policy 2018**

This policy details how Levels Dance School (LDS) will collect, process, store and share the Personal data of all registered students and their parents/ guardians. This policy has been created in line with the GDPR 2018 legislation which enforces clear data protection rules that are up to date and effective in an age of rapidly evolving technology systems.

**What data do LDS collect?**

We collect the following data on the registration form:

* Child name and date of birth
* Medical conditions
* Parent/ guardian name
* Up to two contact telephone numbers per child
* Email address
* Consent to photography/ videography
* Consent to first aid treatment for your child
* Consent to be contacted.

**What is the data used for?**

The data is used to enable LDS for a number of reasons:

* Contacting parents in the event of an emergency
* Contacting parents in the event of a class change
* Contacting parents for invoicing
* Informing parents about exams, performances and uniform orders.
* With consent, informing parents of holiday courses, audition opportunities and other events.
* Medical information is needed for the safety of the student in the event of an emergency
* Sharing the student’s name and date of birth to RAD or ISTD to register exam candidates

**How long will LDS keep the data?**

LDS will retain the data for as long as the student attends classes at LDS. Once a child has stopped classes for one academic year, the data will be deleted securely.

**Who do LDS share data with?**

It is essential that the Royal Academy of Dance (RAD) and the Imperial Society of Dancing (ISTD) are given the students name and date of birth in order to process exam entries and results/ certificates. If you do not give permission for this please contact Kim directly. Without this permission your child cannot enter for any dance exams at LDS.

LDS shares your data with any teachers or cover teachers at working for LDS. This is to ensure safe and effective practice.

LDS do not share your data with any other organisations unless permission is granted in specific circumstances. For example: Associate ballet schemes may ask for a student’s name and age when the teacher is applying for associate classes on behalf of the parent/ guardian.

**How is the data stored?**

The data is stored electronically in password protected files on a password protected computer, and as a hard copy, also stored securely.

Photographs and videos are stored using a password protected cloud service.

**Your Rights**

* You may withdraw or update consent at any time, and should do so by contacting Kim Tulloch (LDS Principal)
* You may update information given on your registration form at any time, and should do so by contacting Kim Tulloch (LDS Principal)
* You may view your data on request

**Complaints**

If you have any complaints about the way in which LDS use your personal data, please contact Kim Tulloch (LDS Principal). If we cannot resolve the issue then you have a right to complain to the Information Commissioner Office (ICO) via their website www.ico.org.uk

**Contact us**

If you have any queries regarding the LDS Data Protection Policy or Privacy Policy please contact Kim using the following email address: tullochkim@gmail.com