

Data Protection and Privacy Policy

Thank you for trusting The Paula Boscott School of Dance, Garstang with some information about you and/or your child(ren). We would like to assure you that we take that trust seriously and we want you to know how we use your information and why.

Who is holding your information?

The information you have given to us such as names, emergency phone numbers, email addresses and medical issues is kept solely by the Principal of the school

Where do we get data from?

We only hold data provided to us by you. Initial information is collected on the registration form that is filled out at enrolment, or through our website booking system. We may also collect data that is emailed to us by you. Once collected it is transferred, and stored safely onto our main database, and/or kept as a hard copy in our paper file. We only keep data that is necessary to run the dance school in an efficient manner.

Do we share your data?

We never sell data we hold, or pass data to third parties, or other pupils without seeking permission first.

During the checkout process on our booking site, we offer payment via BACS. Please note, that this is simply for our system to provide you our bacs details, no payment details are used or required.

Your information is held in the strictest confidence. The teaching faculty are aware that confidentiality is paramount and any sharing of data is a breach of data regulations.

To take part in exams, competitions or performances we will usually be asked to send personal data to the organising body, we will ask for your consent to share the data when entering your child. We also reserve the right to share information if we suspect a safeguarding issue (child protection policy).

How long do we retain your data?

We will keep and update records for as long as you or your children dance at The Paula Boscott School of Dance. Once a pupil leaves, we delete and securely dispose of your data.

Want to see what we hold on you?

Under the new regulations, you have the right to know what information we hold on you. Simply send an email to info@paulaboscottschoolofdance.co.uk and we will inform you of any personal data that we hold. If you believe we have information we should not be keeping, or it is out of date or otherwise wrong, please let us know and we will take appropriate action.

Do you have a complaint?

If you have a complaint about the way we are handling your information or how we have responded to a request for information or data removal, please let us know.

This policy will be reviewed by the Principal Paula Boscott on a regular basis.

This policy was last reviewed on 01/08/20