

## Privacy Policy 2021

- Dance Inc. Studio is committed to maintaining high standards of the GDPR (General Data Protection Regulation) which the Government has now incorporated as law as GDPR alongside the Data Protection Act 2018 following Brexit.

Dance Inc. Studios is registered in the UK and has no established presence in the EEA and has no customers or suppliers in the EEA.

Dance Inc. Studios takes information security very seriously to ensure privacy of data that we hold.

- Dance Inc. Studios have put in place appropriate organisational measures to ensure that all student / staff data (or any other data that we hold) is all held securely, and that we only use any personal data in accordance with GDPR guidelines.
- Information held by Dance Inc. Studios is provided by, approved by and signed for by parents / guardians.
- All data held by Dance Inc. Studios is used solely for Dance Inc. Studios purposes and the health and safety of all students and staff.
- All data is collected, processed and filed in a secure way.
- Dance Inc. Studios have never shared data / information with any third parties. All data held is legally required and this which allows us to do our job and provide an efficient and effective service. When registering with Dance Inc. Studios, payment details are collected via Clsas4Kids, these are secure details which we have no access to share or amend on your behalf.
- Dance Inc. Studios only holds data that is legally required and that which allows us to do our job and provide a service both efficiently and effectively.
- Methods of contact made by Dance Inc. Studios are –
  - o Email
  - o Mobile phone/Text
  - o Dance Inc. Studios website
  - o Social media (Facebook Messenger)

IF AT ANY POINT YOU NO LONGER WISH TO BE CONTACTED BY DANCE INC STUDIOS OR YOU NEED DETAILS UPDATED/AMENDED THE RESPONSIBILITY OF THIS LIES WITH YOU, THE PARENT / GUARDIAN TO NOTIFY A MEMBER OF STAFF VIA EMAIL ([danceincbookings@hotmail.com](mailto:danceincbookings@hotmail.com)) AND UPDATE ANY PAYMENT DETAILS THROUGH YOUR CLASS4KIDS ACCOUNT.