

PRIVACY POLICY

At the Janet Mitchell School of Dance we're committed to protecting and respecting your privacy in compliance with the General Data Protection Regulation (GDPR).

Our privacy policy explains when and why we collect personal information, how we use that information, the conditions under which we may disclose information to others with your consent and how we keep information secure.

We may change our privacy policy from time to time so please check this page periodically to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this policy

Any questions regarding this Policy and our privacy practices should be sent by email to jm.dance@hotmail.co.uk Alternatively, you can telephone: 01709 548724

WHO ARE WE?

We are the Janet Mitchell School of Dance. We provide services relating to supplying dance training.

HOW DO WE COLLECT INFORMATION ABOUT YOU?

We obtain information about you when you fill in our registration form, send us an email, call us on the telephone or send us information through the post.

WHAT TYPE OF INFORMATION IS COLLECTED FROM YOU?

The personal information we collect might include your name, address, email address, telephone number and other information that you consent to provide on our registration form.

HOW IS YOUR INFORMATION USED?

We may use your information to:

- carry out our obligations arising from any contracts or agreements entered into by you and Janet Mitchell School of Dance
- seek your feedback on the services we provide
- notify you of relevant changes to our services
- send you communications which you have requested and that may be of interest to you for legitimate business purposes
- process an employment application

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfill our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity.

WHO HAS ACCESS TO YOUR INFORMATION?

- We will not sell or rent your information to third parties.
- We will not share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass your information to our third-party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf for example: the **IDTA examination board**. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

YOUR CHOICES:

You have a choice about whether or not you wish to receive information from us. If you do not want to receive communications from us then you can select your choices by unsubscribing in our e-mail correspondence.

- We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent.
- We will not contact you for marketing purposes by post.

HOW YOU CAN ACCESS AND UPDATE YOUR INFORMATION?

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at jm.dance@hotmail.co.uk Alternatively, you can telephone us on 01709 548724

You have the right to ask for a copy of the information we hold about you. Please submit your request in writing via email at jm.dance@hotmail.co.uk

SECURITY PRECAUTIONS IN PLACE TO PROTECT THE LOSS, MISUSE OR ALTERATION OF YOUR INFORMATION

When you give us personal information, we take steps to ensure that it's treated securely. Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we take great care to protect your personal information, we cannot guarantee the security of any information you

transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

USE OF COOKIES

We do not use 'cookies' on our website.

16 OR UNDER?

Janet Mitchell School of Dance is dedicated to protecting the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

ANY QUESTIONS?

If you have a question, of any type, about the website or privacy policy or the use to which we put information we gather, please e-mail jm.dance@hotmail.co.uk

We welcome your views about the website and our Privacy Policy. You can contact us with any queries, complaints or comments.