



Privacy Policy

Our contact details

Name: Ruth Nuttall School of Dance

Address: 24 Abelwood Road, OX29 8DD

Phone Number: 07824 313526

Introduction

Ruth Nuttall School of Dance is committed to ensuring that any personal data we hold about you and your child is protected in accordance with GDPR data protection laws and is used in line with your expectations. It is essential to our primary function that we are provided with and are allowed to process and control the data given in the ways described.

This privacy notice explains what personal data we collect, how we use it and how we protect it.

The type of personal information we collect

We currently collect and process the following information:

- Yours and your child's names, address and contact information including email address and telephone numbers.
- An additional contact name and telephone number for use in emergencies.
- Your child's date of birth and information about any health, medical and developmental needs.
- We may occasionally need to know your child's school/ education provider.

Ruth Nuttall School of Dance often use images/ footage from classes, shows, performances etc for marketing purposes in print, media and social media. Participants and or their parent/ guardian may choose if they do not wish themselves/ their child to be depicted.

Some attendees at events may film/ photograph for their own personal use (eg. parents of other participants). Participants/ their parent or



guardian may choose if they do not wish to be depicted. Consents for images may be withdrawn at any time by confirming in writing.

How we get the personal information and how we use it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To help safeguard your child
- To contact you in case of emergency
- To support your child's well-being and development
- To manage and support any health needs required on site
- To maintain contact with you regarding your child's progress
- To keep you up to date with information about our services

We may share this information with

- Teachers and volunteers within the school setting
- Local Councils/ LEA
- IDTA
- Thinksmart (setting software manager)
- Masterclass (Exam report software)
- Go Cardless
- Our social media consultants
- Our venues
- Our insurance underwriter
- Our debt collection agency
- Google forms
- To enforce or apply our terms and conditions
- To protect children eg. by sharing with social care, education setting, health or police
- Where we are legally required to do so

We will never share your data with another organisation for sales or marketing purposes.



Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting ruthnuttall29@hotmail.com
- We have a legal obligation.
- We have a vital interest.
- We have a legitimate interest.

How we store your personal information

Your information is securely stored on our password protected third party database. Any paper-based data is kept in a locked cupboard at the business address.

We keep personal information for up to 3 years after your child has left the school. Some information on finance, medical and accident records are required to be kept for longer. We will then dispose your information by deleting digital information or shredding hard copies.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.



Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at ruthnuttall29@hotmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at ruthnuttall29@hotmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Changes to this notice

We will regularly review this policy and inform you of any changes where appropriate.