



## Dance School Registration Privacy Notice



Aspire Fitness and Dance Academy is committed to protecting and respecting your privacy.

This Privacy Notice also tells you about your privacy rights and how the law protects you.

### **How do we collect information from you?**

We obtain information about you when you

- complete an online enrolment/registration form
- speak to us on the telephone or in person
- make a payment
- use our websites
- complete a survey/questionnaire
- order uniform

### **What type of information is collected from you?**

The personal information we collect may include:

- Parent/Customer information
  - name
  - address
  - email address
  - telephone
- Student information
  - name
  - address
  - email address
  - date of birth
  - telephone number
  - medical information

### **How is your information used?**

We use your information to:

- To process your registration and ensure you receive information related to Aspire Fitness and Dance
- Deal with entries for an examination with the RAD
- Share information with police and emergency services, where there are safeguarding concerns or in an emergency situation.
- Seek your views or comments on the services we provide.
- Notify you of changes or confirmation of services.
- Handle an enquiry or complaint you have made
- Contact your nominated contact in an emergency situation

- Treat you in an emergency first aid situation
- Create registers to share with teachers, faculty and assistants
- Register you for a performance/event
- Prove that we have gathered consent from you.

### What is the lawful basis for processing my information?

The lawful basis for processing your information in these circumstances is explained below

Your information	Circumstances	Lawful basis
Customer/Parent information		
Name, telephone number, address and email address	To process your registration and ensure you receive information related to Aspire Fitness and Dance Academy	Contract
Student information		
Name, address, email address, telephone number and DOB.	To process your registration and ensure you receive information related to the Aspire Fitness and Dance Academy	Contract
Medical information	To establish any medical information that organisers or teachers should be aware of	Consent
Emergency contact name, number and relation to you	Contact your nominated contact in an emergency situation	Contract
Photography and film consent	For future marketing and record of events	Consent

### How long is your information kept?

We review how long we keep personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We hold your personal information on our systems for only as long as is necessary for the relevant activity.

### Who has access to your information?

We DO NOT sell or rent your information to other organisations. We DO NOT buy or rent information from other organisations.

### Your choices and individual privacy rights

You have a choice about whether or not you wish to receive information from us. You give permission to receive communications from Aspire Fitness and Dance Academy when enrolling/registering. If you do not wish to receive information, please contact Philippa.

### How you can access and update your information

The accuracy of your information is important to us. If your contact details change and need to be updated you may be able to update your own personal information online. If this is not relevant to you, or you would

prefer to make contact with us you can update your personal details by emailing [contactaspiredanceacademy@gmail.com](mailto:contactaspiredanceacademy@gmail.com) or tel 0879295726.

## Questions

Any questions regarding this Privacy Notice and our privacy practices should be sent by email to [contactaspiredanceacademy@gmail.com](mailto:contactaspiredanceacademy@gmail.com) or tel 0879295726.

## Complaints

If you have a complaint about our privacy practices and the way we have collected, used, retained or disposed of your information please contact [contactaspiredanceacademy@gmail.com](mailto:contactaspiredanceacademy@gmail.com) or tel 0879295726.