



PRIVACY POLICY

This privacy notice is in place to inform our customers of how we, VR DANCE, may collect, use and protect their personal data. We are committed to protecting any personal information you share with us.

We operate in accordance with the new General Data Protection Regulation (GDPR) which replaces the Data Protection Directive and comes into effect on 25th May 2018.

Your Information

It is the right of anyone required to submit personal data to VR Dance to understand what personal information we collect and why, how we use and store that information and how we dispose of that information should you leave the school, no longer use our services or should any of your details change.

Our preferred method of communication will be via email. Your email address will never be displayed within a group email. It is possible to change the way we contact you, should you wish, however, please note this may result in important information being missed or delayed.

It is your right to choose what communications you wish to receive from us, i.e. only information as relevant to you as an individual or company. You can opt in or out of communication for marketing purposes (such as advertising of holiday workshops) at any time.

To view, update or remove any information please email info@vrdance.co.uk. Requests for full details held by us will require proof of identity.

What personal information do we collect and why?

We will not collect any information other than what is lawfully relevant to registration as a VR Dance pupil or for participation in any VR Dance related event (to include but not limited to: classes, rehearsals, exam sessions, performances, auditions, workshops) with the child's safety being of paramount importance.

Information required for enrolment and participation of classes:

- Child's Full Name (so the child can be easily identified in class. This will appear on the class register so the child's attendance can be recorded for safety reasons and to ensure correct invoicing of classes.

- Date of Birth (to ensure children are placed in the correct class and eligible for certain exams, events, competitions, workshops, auditions etc. where an age limit applies)
- Contact Name of Parent/Guardian (so we know the legally responsible adult who should be contacted in regard to the child's participation in classes and events, for contacting in an emergency situation and who to issue the invoice for classes and additional events, such as exams and shows)
- Address (sometimes it may be necessary to send letters and other information via post, such as exam certificates, uniform orders etc.)
- Telephone Number (in order to contact the responsible parent/guardian in relation to child's participation in VR Dance classes and events and for emergency and medical situations that may arise in class. For safety reasons this number will be made available to members of our teaching faculty so the responsible parent/guardian can be contacted as soon as possible.
- Additional Emergency Contact Name/s and Telephone Number/s (For the safety of the enrolled child, at least one additional contact person should be appointed in the case of an emergency and we are unable to contact the main contact)
- Medical Information (to ensure the child is kept safe and healthy within class and so that relevant information can be shared with paramedics or medical professionals should an emergency situation arise. **It is the parent/guardian's responsibility to keep VR Dance informed and up to date with all relevant medical information, including injuries and both physical and psychological conditions.**

Who will we share your information with?

The school will ensure your personal details will always be treated in strict confidence and will not be passed on or sold to any other organisation or third party (including other members of the school) without your consent or without a legitimate reason as is lawful and relevant to your child's enrolment (see below).

On occasion it may be necessary to disclose student information to a 3rd party, for example for exams and events:

- Exams: VR Dance is required to submit entering pupil's names and date of births to the Imperial Society of Teachers of Dancing (ISTD)
- Performance: Where licenses or license exemptions are required for a performance VR Dance must submit pupil names, date of births and home address to our local council in order to comply with Child Work Enforcement and Child Protection and Safeguarding regulations
- For Invoicing and Accounting

We will regularly review this and at any time should the use of this service become non-compliant or we feel they are not doing enough to protect your data we will immediately change to a new invoicing and accounting system.

All personal information collected is accessible by the Principal and administration staff only. All collected information is used and stored purely for what is relevant to your request or enrolment. All information is processed in line with the GDPR

guidelines. If you no longer wish to continue to be a customer at VR Dance and hand in your half terms notice, we will archive your details in case you wish to return in the future. If you wish for your details to be fully deleted, please notify us via email.

Photos and Video

All photos and videos published on social media or the VR Dance website will be handled in accordance with our photographic policy. This means we will never post media without permission (as on the VR Dance Registration Form) and furthermore we will never name a child or provide any personal details. We will remove or edit any media containing images of your child that you ask us to.

Accurate Information:

Our aim is to keep all information up to date and as accurate as possible and we therefore kindly ask your assistance in this matter by ensuring you always inform the us of any changes to important details such as names, contact details (telephone number, emergency contact, address, email address), medical conditions/injuries and any other information that could be relevant to the admin team and teachers (for example, a bereavement or school related incident that could affect the child physically or emotionally in class and requires extra care by the teacher).

How will your information be stored securely?

All electronic information is retained on VR Dance approved devices only and password protected and/or encrypted. For any information held in paper form (i.e registers, exam timetables etc) these will be securely kept in a lockable storage area.

What happens to your information if you leave VR Dance?

When a child leaves the school all personal information (paper and electronic) is archived in case of return. You will need to inform us by email with a request for your personal information to be deleted and/or destroyed. Names are retained on past registers for 6 years (for the purposes of our tax returns) and invoices remain within our system. These are accessible by the Principal only and an auditor/accountant where required. All such information continues to be held in accordance with the GDPR.

Parental Permission

Following GDPR regulations as pertain to the UK, parental permission is required in all cases for enrolling (and enrolled) pupils under the age of 16. VR Dance may continue to require parental knowledge and consent in some situations until the pupil is 18 years of age.

Responsibilities of the Principal and Teachers at VR Dance

It is the aim of the school that all appropriate team members are properly trained, fully informed of their responsibilities under the GDPR and are aware of their personal liabilities and all policies related to the processing of customer data.

This Notice:

We will update this notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

If you have any questions related to privacy, please do not hesitate to contact VR Dance at info@vrdance.co.uk

This Policy was last reviewed on **01/05/2018**

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