

## **INTRODUCTION AND SUMMARY**

The Ward School of Irish Dance respects your privacy and is committed to take the protection of your data that we hold seriously. This policy explains how we collect, use and safeguard your information and relates specifically to the Ward School of Irish Dance only. It explains the types of personal data we may collect about you when you interact or register with us and also explains how we store and handle that data whilst maintaining its safety.

To use our services, we must collect, use and hold some of your personal and contact data. In accordance with GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the objectives for which it was originally collected.

### **WHAT INFORMATION DO WE COLLECT?**

On enrolment at classes we hold the information that you provide to us on the registration forms that you complete on enrolment and this includes the following;

- Parents/ Guardians names, addresses, contact numbers and email addresses.
- Your child's name, date of birth and any medical conditions and emergency contacts.

### **HOW DO WE USE THIS DATA?**

We hold this information so that we may contact you in regards to our timetable, term dates, competitions, display/show information or fee notes and also so that we know who is present in classes for health, safety & fire regulations. We ensure that the hard paper copies of this information are held securely and any information we transfer onto a computer is password protected. It is important that if any of your personal information changes you inform us immediately so we can update our records, this includes change of address, telephone number/email address and medical information.

- Your emergency contact number will only ever be called in case of injury, late pick up or any other concern that may arise whilst your child is in our care.
- Your house address will very rarely be used but it may be required to send outstanding invoices.
- At classes or events this data may need to be accessed by supervisors or helpers who are in charge of your children so that emergencies can be dealt with which is part of our duty of care over your child.
- Your email address and name may be used to forward relevant class or event information and invoices for your reference.

### **WHO DO WE SHARE YOUR INFORMATION WITH?**

- We will only share your child's name and date of birth with Irish Dance organisational bodies such as *WIDA, CAID, OPIDF and Feiskeeper*, only on your instruction if you wish your child to take part in a feis/competition with one of these external bodies. Please note that each organisation holds their own relevant & separate data protection & policies.
- For children who attend any events organised by third parties such as competitions, festivals and concerts, their names may need to be passed on to these organisations for licensing and insurance purposes.
- Helpers, supervisors or volunteers will only ever be given access to information that they require as part of their position within the school and they are all bound to adhere to the privacy policy of the Ward School of Irish Dance.

### **FOR HOW LONG DO WE RETAIN YOUR DATA?**

We will shred and delete this information if you leave this school assuming all fees are up to date. Please inform us if you decide to leave the school.

### **OUR WEBSITE & SOCIAL MEDIA**

Any information received via our website is only used by us and your information will never be sold to any other companies or organisations. If you join our website members page your email address will be held but you can unsubscribe from this at any time and your address will be removed.

The Ward School of Irish Dance also hold Facebook pages both through a public page (Ward School of Irish Dance) and a private members only group (Ward Irish Dance – Info page). Only approved members will be accepted by the admin through invitation or request in our private page and all the groups pages are administered by Joanne McGowan. Any inappropriate content may be deleted by the admin at any time and anything posted within the private group should not be shared outside the group without permission from the data controller (Joanne McGowan).

## **PHOTOGRAPHY / VIDEOGRAPHY**

Ward School of Irish Dance may sometimes use photos or video from classes and workshops and shows or performances for either rehearsal and practice purposes, information updates or marketing purposes both in print media and our website & social media. Parents and/or guardians can choose if they do not wish their child to be involved in any photos or recording and when registering to Ward School of Irish Dance you have the freedom to grant us permission or to withhold permission. Any photos used will not include full names so as children/ young people cannot be identified or singled out.

## **YOUR RIGHTS TO PRIVACY**

Parents & pupils have the following rights in relation to the processing of their personal data;

- To be informed about how Ward School of Irish Dance uses your personal data.
- To request access to the personal data that Ward School of Irish Dance holds.
- To request that your personal data is amended if it is inaccurate or incomplete.
- You may ask us to delete your personal information if you consider that we no longer require the information for the reason it was acquired or you have validly objected to us using your data.

Ward School of Irish Dance will regularly review this privacy statement and keep updated versions on our website [www.wardirishdance.co.uk](http://www.wardirishdance.co.uk)

We hope this policy has been clear and helpful in allowing you to understand the way which your data is handled, including your rights over it. If you would like to find out more information about how we use and store your personal data please feel free to contact [wardirishdance@live.co.uk](mailto:wardirishdance@live.co.uk).