

# Privacy Policy

This privacy notice is in place to inform our customers of how we, Morphew School of Dance, may collect, use and protect your personal data.

Morphew School of Dance is committed to protecting any personal information you share with us.

We operate in accordance with the new EU General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), which replaces the Data Protection Directive 95/46/EC and comes into effect on 25th May 2018.

## **Your Rights**

It is the right of anyone required to submit personal data to Morphew School of 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.

We aim to operate fairly and with complete transparency meaning you can contact us at any time to confirm what personal data we hold and to ask us to remove any information you do not wish for us to have. If you ask for your data to be removed, we will keep the minimum amount of information to ensure we adhere to your request. Please note however that we may have a lawful reason to hold or use the personal data in question, which does not require consent.

The majority of our communications are currently on paper but we are working towards making email our main form of communication. When we are at the stage that this can happen we will contact you to check if you are happy to be contacted in this way.

## **What personal information will we collect and why?**

We will not collect any information other than what is lawfully relevant to registration as a Morphew School of Dance pupil or for participation in any Morphew School of 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, 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, invoices etc.)
- Telephone Number (in order to contact the responsible parent/guardian in relation to child's participation in our dance classes and events and for emergency and medical situations that may arise in class – for instance if the child becomes unwell and we need to contact you to collect them from class early).
- 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 us informed and up to date with all relevant medical information, including injuries and both physical and psychological conditions.**

If you are a company or person hiring us (for example for a nursery/school club) we will only collect information relevant to the purpose of our business with you. The information we collect will depend on the service you require.

### **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/parent information to a 3<sup>rd</sup> party, for example for exams and events:

- Exams: Morphew School of Dance is required to submit entering pupil's names and date of births to Bbodance who are GDPR compliant
- For Accounting: Berkeley Hall Marshall Ltd who are GDPR compliant
- COVID-19 - NHS Track and Trace

Our website is hosted by Trinity Web Ltd who are GDPR compliant. Our website does not collect information on visitors or have cookies.

Our invoicing system is hosted by Class Manager who are GDPR compliant.

All personal information collected 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 of Morphew School and Dance and hand in your terms notice, we will delete all your personal information held. We will however retain the signed photo policy.

### **Photos and Video:**

All photos and videos published on Morphew School of Dance social media or website will be handled in accordance with our photo policy. This means we will never post media without permission and furthermore we will never name a child or provide any personal details (unless express written permission has been obtained). 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 us (info@morphewschoolofdance.co.uk) 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 (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 Morphew School of Dance approved devices only and password protected and/or encrypted.

Paper copy information is stored in locked filing cabinet in the locked school office.

For the safety of the children teachers are issued with paper class lists with emergency contact telephone numbers and any relevant medical information. The teachers understand the importance of this information and keep it safely stored. Medical information will only ever be shared in the case of an emergency, i.e. to inform the attending paramedics of a relevant injury or allergy.

**What happens to your information if you leave us**

When a child leaves the school all personal information is deleted except the signed Photo Policy. Names are retained on past registers for 7 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. Paper data is shredded.

**Responsibilities of the Principal and Teachers at Morphew School of 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.

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 the Principal, Gill Dobroczyński on [info@morphewschoolofdance.co.uk](mailto:info@morphewschoolofdance.co.uk)

This Policy was issued by the Principal Gill Dobroczyński, owner of Morphew School of Dance in May 2018.

Policy reviewed date: 29/04/19

Policy review date: 27/07/2020

Policy review date: July 2021