



BE.Dance Privacy Policy

1. Introduction

BE.Dance is committed to protecting your (including your dependents') personal information. We are committed to providing a safe environment for all our customers, employees, casual and freelance workers and everybody who comes into contact with us, both physically and virtually (online). This Privacy Statement relates to the use of any personal information provided to us online or via application forms, telephone, email exchange, letters or correspondence.

Whenever you provide such information, we are legally obliged to use your information in line with current legislation concerning the protection of personal information, including the Data Protection Act 1998 and the General Data Protection Regulations.

Data protection principles

The legislation sets out various data protection principles. These include that personal information is:

- Used fairly and lawfully
- Used for limited, specifically stated purposes
- Used in a way that is adequate, relevant and not excessive
- Accurate
- Kept for no longer than is absolutely necessary
- Kept safe and secure
- Not transferred outside the European economic area without adequate protection

Your rights

The legislation conveys various individual rights. These include the following:

- The right to be informed
- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

2. What information does the BE.Dance have about me?

The legislation requires that there is a clear legal basis for processing personal information. In general BE.Dance relies on the individual's consent in order to process their data.

When you participate in or sign up to any of BE.Dance's classes, activities or workshops, we may collect and store personal information about you. This can consist of information such as your name, email address, postal address, telephone or mobile number and date of birth, depending on how you are engaging with us. By submitting your details, you enable us to provide you with the products or services that you have selected.

When taking pictures of students in class or filming performances, BE.Dance ask for parental permission. Photography and filming is only allowed by BE.Dance staff holding a DBS and with the consent of the schools, parents and directors of BE.Dance. The filming of the BE.Dance show is carried out by an external company whose videographers all hold a valid DBS and the company have their own GDPR and privacy policies in place.

BE.Dance may use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

BE.Dance does NOT share your personal information with third

parties, unless clearly stated. We do NOT sell your data, and neither do we buy data from third parties.

3. What are cookies and how do you use them?

Cookies are text files that websites place on your own computer to store information specific to you. This website does NOT use cookies.

4. How will you use my personal information?

We will use your personal information for a number of purposes including:

- To provide you with information about our products, services and activities and to deal with your requests and enquiries, including complaints
- For "service administration purposes", which means that we may contact you for reasons related to the service or activity you signed up for (e.g. change of details regarding a class you attend, performance and rehearsal information, etc)
- To contact you about an application you have made
- To process your application for employment and where applicable your employment once appointed
- Where the child, young person or staff member tests positive for COVID-19 the rest of their class or group will be notified and BE.Dance will need to share this information **as part of the national test and trace programme**
- As and when we need to use your personal information for reasons other than the ones specified above, we will ensure that we notify you first. You will be given the opportunity to withhold or withdraw your consent for the use of your personal information for purposes other than those listed above.

5. Suppliers / 3rd parties

Use of data processors

Data processors are third parties who provide services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal

information with any organisation apart from us. They will hold it securely and retain it for the period we instruct. The following is a list of our main data processors.

Posting

When sending letters, parcels, publications and purchases we will share your postal address with the delivery service (Normally Royal Mail or Parcel Force).

Website hosting

We use a third party service, Squarespace to host our website. Squarespace are contractually obliged to treat any information on our private website as confidential and only use such information for the purpose of providing BE.Dance with web hosting.

CRB/DBS service

A DBS checking service for BE.Dance teachers and chaperones is provided by Due Diligence Checking Ltd. Information provided by them to BE.Dance will only be shared with the individual concerned. The records are kept for 3 years and then deleted.

Registers, Invoicing and Database

We use a third party service, ThinkSmart software to store your information and use it for administrative purposes such as timetables, registers, emailing and invoicing customers.

Test and Trace Programme

If a student or teacher were to test positive for COVID-19, BE.Dance would be obliged to share this information with the Test and Trace programme in order for them to notify everyone that they have come into contact with.

Videographers

We use a third party, Big Yellow Feet Production, in the form of Film My Show' to film our annual shows. Parents may then purchase a copy of the DVD if they so wish. Videographers hold an enhanced DBS and the company have their own GDPR and Privacy Policies in place.

6. BE.Dance may contact you:

- to send you relevant communications for payment of fees and changes to classes
- in relation to any service or activity you have signed up for in order to ensure that we can deliver the services to you
- in relation to any correspondence we receive from you or any comment or complaint you make about our products or services
- to send you information you requested when you voluntarily contacted us via our website
- if a member of your child's class has tested positive for COVID-19

7. Young users

If you are under 18 and you provide us with information on an application form (online or printed), your parent(s)/guardian(s) permission will be required.

8. How long will BE.Dance keep my personal information for?

We keep the information we hold about our customers and students for as long as is necessary to deliver the services we are providing you with.

9. Where is the information stored?

We use secure technologies to help protect your personal information from unauthorised access, use or disclosure. We store personal information you provide on computer systems which have carefully controlled access and which are located in secure facilities.

Photographs are saved to an external disk which is stored in a locked cabinet with other files. Photographs are also saved to iCloud.

The security measures described above ensure that all reasonable steps are taken to protect your personal information. However, the nature of the Internet means that an absolute guarantee of security cannot be offered, and, as with all Internet transactions, you should be aware that there may be a small security risk when disclosing information online.

10. Can I find out what personal information BE.Dance holds about me?

You have the right to access certain personal information held about you. If you wish to make a Data Subject Access Request, please contact becca@bedance.co.uk

11. Legal Obligation

We may disclose your information to governmental agencies or entities, regulatory authorities, or other persons in line with any applicable law, regulations, court order or official request.

Contacting us about this Privacy Statement

If you any questions or comments about this Privacy Statement please email becca@bedance.co.uk

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