



Katy Anne Robinson School of Dance

Data Protection Policy

This Data Protection (Privacy) Policy describes how KAR Dance (“we” or “us”) gathers and uses personal information submitted on our registration forms. It also describes the choices available to you regarding our use of your personal information and how you can access and update this information.

We adopt and comply with the data protection principles as set out in data protection legislation which states that personal information shall be:

1. Processed lawfully, fairly and transparently – so it is clear what we do with the personal information you give us and why we need it.
2. Processed for limited purposes – we use your data only for necessary/limited reasons
3. Relevant and limited – we only collect what is necessary
4. Is kept accurate and current
5. Not kept longer than necessary
6. Protected and secure

The school principal le has the overall accountability for the enforcement of this Privacy Policy

Information We Collect

Registration of your details on the registration form is voluntary. If you do decide to register, we will not collect your personal information until you agree to submit the form.

If you enter your details you will be asked to provide certain personally identifiable information (“PII”) such as your name, email address and telephone number. If you decide to provide PII, you are telling us that this information is both true and accurate, and that you are authorised to provide it to us.

Use of personal information

The data from the registration form is used for administration processes, communications purposes, examination entries and to enable us to understand individual student needs to that we can support them.

We do not collect any unnecessary information.

Accuracy of personal information

You can confirm, change, delete or update personal information you have provided to us at any time, by contacting the school principal. Please let us know if any of changes to your personal information so that we can keep our records up-to-date

When you leave the school and if all terms and conditions of have been met, we will delete your records from our system.

Security of personal information

The security of your personal information is important to us. We follow generally accepted standards to protect the personal information submitted to us, both during transmission and once we receive it.

Any information you give us on a paper registration form will be transferred to our digital data base which is password protected, after which time all paper based information will be destroyed.

All teachers will have access to emergency contact details by way of a password protected digital system.

However, no method of transmission over the internet, or method of electronic storage is one hundred percent secure and we cannot guarantee its absolute security. Please contact us, if you have any questions about security on our site.

Use of cookies and tracking technology



Katy Anne Robinson School of Dance

When you visit our site we may store information about your web session and assign you one or more cookies. Your browser will store these cookies on your computer in a small text file, and if you return to the site the cookie may be read.

Permanent cookie files remain on your computer's hard drive until you delete them manually using your browser or operating system software. You can enable your browser to refuse cookies, but doing so may disable access to some services and tools that we offer.

Social Media Features and Widgets

Our site includes social media features, such as the Facebook Like button and widgets, such as the 'ShareThis' button or interactive mini-programs that run on our site. These features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the feature to function properly.

Social media features and widgets are either hosted by a third party or hosted directly on our site. Your interactions with these features are governed by the privacy policy of the company providing it.

Changes to this policy

We may from time to time update this privacy policy. When we make these updates, we will change the "last reviewed" date listed below. If we make a material change to this policy in how we use your personal information, we will update users by placing a more prominent notice on our home page before the change. We encourage you to periodically review this page for the latest information on our privacy practices.

Your use of the www.katyannerobinson.co.uk website after an updated privacy policy becomes effective will indicate your acceptance of the updated policy.

Further information

- General Data Protection Regulation 2018
- Data Protection Act 2018
- Guide to the GDPR: <https://ico.org.uk/>

We are committed to reviewing our policy and good practice **annually**.

This policy was last reviewed on (date): *February 2020*

Reviewer: **School Principal**, *Katy Murphy*