GDPR & Data Protection Policy

​Pips Dance Academy is committed to protecting you and your dependents’ personal information. We are committed to providing a safe environment for all our customers and 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 any 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 and the General Data Protection Regulations.

All data recorded by Pips Dance Academy concerning individuals will be:

* fairly and lawfully processed
* processed for limited purposes
* adequate, relevant and not excessive
* accurate
* not kept longer than necessary
* processed in accordance with the data subjects’ rights
* secure
* not transferred to countries outside the European Economic Area without adequate protection
* only used by third parties under strict criteria

The GDPR 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

# What Types of Personal Data Does Pips Dance Academy Collect?

Individual contact names, address, telephone (landline or mobile), e-mail, dates of birth, any medical conditions that staff should be aware of when the individual is under instruction.

PIPS Dance Academy never store or show customer financial information. Pips Dance Academy will take pictures/film of students in class or performances, and this information will be used for publicity and social media as well as any other purposes to help achieve the group’s aims.

# How Does Pips Dance Academy Obtain Personal Data?

Pips Dance Academy obtains personal data in a number of ways e.g. orders placed by customers, new and existing customer database form and enquiries from potential customers, along with any other paperwork completed by customers.

​

# How Does Pips Dance Academy Use the Personal Data It Holds?

Pips’ Dance Academy use of personal data is necessary to enable it to provide a service to its customers, including order processing, delivering instruction to individuals, entering individuals for examinations, showcases, performances, invoicing and to promote the company by using images/videos of classes or individuals in marketing materials and to answer general customer enquiries and requests.

In addition, Pips Dance Academy may also use personal data to improve the level and type of service offers to its customers and may process personal data for class attendance analysis.

Pips Dance Academy may inform its customers, end users and potential customers about Pips Dance Academy services and products. Customers and other recipients of information from Pips Dance Academy, have the right, at any time to inform Pips Dance Academy if they don’t wish to receive such information. We may also need to contact you for administration purposes which may include - but is not limited to - information about classes and changes of information or promotion of new classes. You have the opportunity to withhold or withdraw your consent for the use of your personal information by contacting Pips Dance Academy directly.

# To Whom Does Pips Dance Academy Disclose Personal Data?

Pips Dance Academy does not disclose personal data to unaffiliated third parties except where customer consent has been obtained, where Pips Dance Academy is under an obligation by law to disclose personal data or where it is obligated by local authorities to apply for example for a child performance exemption licence.

# How Does Pips Dance Academy Protect the Personal Data it Holds?

Pips Dance Academy has implemented appropriate internal security procedures restricting access to and disclosure of personal data.

# ​Customers’ Rights

The law in certain jurisdictions gives individuals whose personal data is held by PIPS Dance Academy specific rights to access and rectify personal data held about them at any time.

# Contact Details

Pippa Fisher-Coldwell – 07729 190 290

Scott Coldwell – 07875 875 489

Email – [pipsdanceacademy@gmail.com](mailto:pipsdanceacademy@gmail.com)

# Policy Updates

As part of Pips Dance Academy commitment to compliance with data privacy requirements, it may be necessary to update the terms of this policy from time to time.

Pips Dance Academy will process your confidential information which includes your names, contact details, date of birth, email and medical history for examination and administration purposes.

To ensure the confidentiality of data and compliance with the GDPR act any third parties contracted by Pips Dance Academy will be under a strict data protection agreement and we will not publish or share your confidential data with any third parties not discussed in advance.

Pips Dance Academy will take pictures/film students in class or performances and this information will be used for publicity and social media as well as any other purposes to help achieve the group's aims. Please contact us directly to opt out.

YOU WILL BE REQUIRED TO SIGN A DATA CONSENT AND PHOTO PERMISSION FORM UPON JOINING THE ACADEMY.