

Privacy Policy:

This website is operated by Prodigy Dance Studios. We take your privacy very seriously therefore we urge you to read this policy very carefully because it contains important information about;

- who we are
- how and why we collect, store, use and share personal information
- your rights in relation to your personal information
- how to contact us in the event that you have a complaint

Who we are

We, Prodigy Dance Studios collect, use and are responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulations which apply across the European Union (including the United Kingdom) and we are responsible as “controller” of that personal information for the purposes of those laws.

The personal information we collect and use

a) Personal information you provide to us

We collect the following personal information that you provide to us:

- Name
- Email Address
- Phone Number
- Home Address
- Emergency Contact Information
- Health Conditions / Medication
- Relationship to Student (Parent / Guardian)

Some example of when we collect this information include:

- When registering to the school (Paper format)
- When signing up to shows / summer schools / extra curricular events
- When attending trips outside the trading business address
- If a First Aid incident occurs

b) Sensitive personal information

Sensitive personal information includes any information which relates to the following:

- your genetic data
- your biometric data
- your ethnic origin
- your political opinions
- your religious beliefs
- whether you belong to a trade union
- your physical and mental health or condition
- your sexual life
- whether you have committed a criminal offence

We may request that you provide sensitive information, but if we do, we will in every instance explain why we are requesting it and how we intend to use it. We will only collect your sensitive personal information with your explicit consent.

Some example of when we may request sensitive personal information include:

religious beliefs - to aid teachers in providing appropriate learning content for students (i.e. music choices, festive routines, uniform)

physical / mental health - to aid teachers in providing appropriate training for students (i.e. the use of language, alterations to choreography and technical exercises, absences) following First Aid protocol for any circumstance that could potentially arise, previous history may be asked for

parent / guardianship - the relationship to the student may be asked for to follow safeguarding proceedings for the safety of the students (i.e. who collects them from their lesson)

c) Personal information you provide about third parties

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you:

- shall consent on their behalf to the processing of their personal data;
- shall receive any data protection notices on their behalf; and
- shall consent on their behalf to the processing of their sensitive personal data

d) Monitoring and recording communications

We may monitor communications such as emails and telephone calls for the following purposes:

An email chain will always be kept via Prodigy Dance Studios and 2nd party as a track of communications for the protection of both Prodigy Dance Studios and the 2nd party

Telephone calls will not be monitored

How we use your personal information

We collect information about our users for the following purposes:

your personal information will only be stored in our records for us to keep track of attendees of the Studios, to contact in case of emergencies and to contact regarding uniform, fees, shows, any external events or other issues regarding the Studios.

Who your information may be shared with

We may share your information with:

Law enforcement agencies in connection with any investigation to help prevent unlawful activity

Debt collection agencies / solicitors if a debt has been outstanding for a prolonged period of time and a written agreement cannot be made

How long your personal information will be kept

We will hold your personal information for the following periods:

Personal information provided will be kept for the duration of the students time at Prodigy Dance Studios and for 3 years thereafter. All information will be stored via one singular folder, accessed only by Molly Southall, Elysia Westwood and admin staff of Prodigy Dance Studios. It will also be stored offline via company laptop, accessed only by Molly Southall, Elysia Westwood and admin staff of Prodigy Dance Studios. All information will be destroyed after 3 years of termination of the contract with Prodigy Dance Studios, based on the factor there is no financial leftovers.

These periods are no longer than necessary in each case.

Keeping your information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We will also use technological and organisation measures to keep your information secure.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Indeed, while we use all reasonable efforts to secure your personal data, in using the site you acknowledge that the use of the internet is not entirely secure and for this reason we cannot absolutely guarantee the security or integrity of any personal data that is transferred from you or to you via internet. If you have any particular concerns about your information, please contact us using the details below.

What rights do you have?

Under the General Data Protection Regulation you have a number of important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your personal information
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold

- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit that data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on the individual's rights under the General Data Protection Regulations (<http://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>)

If you would like to exercise any of these rights please:

- email, call or write to us
- let us have enough information to identify you
- let us have proof of your identity (a copy of your driving license, passport or a recent credit card/utility bill)

From time to time we may also have other methods to unsubscribe (opt-out) from any direct marketing including for example, unsubscribe requests or web links. If such are offered please note that there may be some period about selecting to unsubscribe in which marketing may still be received whilst your request is being processed.

Changes to the privacy policy

This privacy policy was published on 12/03/2020 and last updated on 12/03/2020.

We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access this website. We will also attempt to notify users of any changes by:

email or header on the website

Contacting us

If you have any questions about this policy or the information we hold about you, please contact us by:

email: prodigydancestudios@gmail.com

post: 73a Stoke Poges Lane
 Slough
 SL1 3NY

Calls will be answered at the following times:

Mon - Fri 10.00 - 16.00
Sat 09.00 - 15.00