

The Georgina Weston Dance Academy (GWDA Ltd) GDPR Policy

The Georgina Weston Dance Academy (GWDA Ltd), hereby lays out our Data Protection Policy, privacy policy and privacy statement in line with the new GDPR rules which take effect from Friday 25th May 2018.

Georgina Weston (Principal of the Dance Academy) is the data controller as defined by GDPR. We also have up to date ICO data protection registration cover.

What data do we collect?

When you register at our academy we ask for the following details

- Parent/ Guardian Name and surname for invoice
- Child's name and surname
- Child's DOB
- Email address for the invoices to be sent
- Home address for invoicing
- 2X emergency contact numbers for our registers
- Details of any medical conditions / injuries we would need to be made aware of within our dance classes.

How long do we keep it?

- We will store your/ your child's details for as long as your child is a student at our academy.
- Once they move on, the details are deleted and will not be shown on our new term/ year database.

How we look after it?

- We are using our new online system Xero which ensures correct data protection and handling.
- We are also registered with ICO data protection cover.

What do we use your information for?

- We ensure that the teachers all have up-to-date registers including the students names, contact numbers and details of medical conditions / injuries they would need to be made aware of.
- We use the parent / guardian information provided to send over the invoices.
- Occasionally we will email you with specific details relating to upcoming shows / exams / summer schools or new term timetables / registration links.
- Your details are NOT shared with any third party organisation.

In case of a data breach we would inform the relevant authorities within 72 hours.