

Our GDPR Privacy Policy

Name of business: Yasmin Amber School of Dance

Type of business: Dance school

Running since: 17th October 2018

Classes running from: Woodhouse Eaves Village Hall, 50 Main Street, Woodhouse Eaves, Loughborough, LE12 8RZ

Qualified under: IDTA (International Dance Teachers Association)/ Acrobatic Arts

INTRODUCTION

Yasmin Amber School of Dance is committed to protecting you and your personal information, it is of great importance to us to ensure we provide a safe environment for all of our customers, self-employed teachers and everybody who comes in contact with us, both physically and virtually (online). This privacy policy relates to the use of any personal information provided to us online or via enrolment forms, telephone, email exchange, letters, school forms or any correspondence. Our privacy policy explains when and why we collect personal information about students/parents who attend Yasmin Amber School of Dance or people visit our website, how we use that information, the conditions under which we may disclose information to others with your consent and how we keep information secure.

When you provide such information, we are legally obliged to use your information in line with the current legalisation stated by the General Data Protection Regulations (GDPR).

We may change our privacy policy from time to time so please check this page periodically to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this policy.

Any questions regarding this Policy and our privacy practices should be sent by email to: info@yasminamberschoolofdance.com

HOW DO WE COLLECT INFORMATION ABOUT YOU?

Students/Parents/Guardians of Yasmin Amber School of Dance:

When you participate in or sign up to any Yasmin Amber School of Dance classes, activities or workshops, parents/guardians will be sent an online enrolment form. This form includes our photography policy, school policies and payment agreement, this form must be filled by the parent/guardian the following week after your trial session.

Website users on www.yasminamberschoolofdance.com:

When filling in our contact form on our website please understand we virtually will collect and store personal information about you.

WHAT INFORMATION DOES YASMIN AMBER SCHOOL OF DANCE HAVE ABOUT ME?

Students/Parents/Guardians of Yasmin Amber School of Dance:

By completing your enrolment form upon joining Yasmin Amber School of Dance, you enable us to be able to ensure the safety of our students whilst in our care and to ensure we can provide you with a great service. On completing your enrolment form we will store information such as: Student: name, D.O.B, medical information, examination history.

Parent/guardian: name, relationship to student, email address, postal address, phone number.

1x emergency contact: name, relationship to student, phone number.

Password: A confidential password which is present between the parent and dance school, meaning if someone unfamiliar was to pick up the child we would need the password to be given.

As per our photography policy (which is included in our enrolment forms and can be viewed in our parents area) prior to taking pictures of students in class or filming performances, Yasmin Amber School of Dance asks for parental permission. If permission is granted Yasmin Amber School of Dance may use the images from the photo/filming for publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use in their printed and online publicity, social media and website. No names are stored with images in photo albums, displays, on the website or on Yasmin Amber School of Dance's social media sites.

Website users on www.yasminamberschoolofdance.com:

All website users who fill in our contact form should understand we will collect and store personal information about you such as:

Student: name, age.

Parent/guardian: name, email address, phone number.

What classes you are interested in.

HOW WILL YOU USE MY PERSONAL INFORMATION?

Students/Parents/Guardians of Yasmin Amber School of Dance:

All personal information collected from our students/parents/guardians is used solely for the purpose of health and safety and will be dealt with in a sensitive and confidential manner by the school principal, Yasmin Taylor.

POSTING

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

EXAMINATIONS

Prior to taking part in our yearly examination session you will be asked to complete an examination form. This includes details of what data will need to be shared with the International Dance Teachers Association (IDTA) in order to be able to take your examination.

WEBSITE HOSTING

We use a third party service, web.com to host our website. Web.com are contractually obliged to treat any information on our private members area website as confidential and only use the information for the purpose of providing Yasmin Amber School of Dance with web hosting.

DBS SERVICE

A DBS checking service for Yasmin Amber teachers and chaperones is provided by the Due Diligence Checking Ltd. Information provided by them to Yasmin Amber School of Dance will only be shared with the individual concerned.

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. We use a third party service, Mail Chimp to email you all updates relating to Yasmin Amber School of Dance.

ONLINE CLASSES

Any online classes are provided through a third party website, Zoom. Parents must read Zoom's Terms & Conditions and their privacy policy. Parents should ensure their privacy settings are secure.

*****Yasmin Amber School of Dance does NOT share your personal information with third parties, unless clearly stated above.***

YASMIN AMBER SCHOOL OF DANCE MAY CONTACT YOU:

To send you relevant communications which may/will include:

Reminders

Monthly invoices/ examination invoices/ show invoices/ costume invoices/ uniform invoices

To update with any timetable adjustments

Monthly newsletter

COVID-19 Updates

With show/examination information

With uniform order deadlines/updates

With any relevant school updates.

THIRD PARTIES

Third party service's (web.com/ThinkSmart/Mail Chimp) are used for:

To email parents/guardians with all things related to the school.

To email invoices to parents/guardians.

To gain details needed via our enrolment form

To contact you 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.

To provide our parent area feature.

WHERE IS THE INFORMATION STORED?

Students/Parents/Guardians of Yasmin Amber School of Dance:

All information from any online forms is uploaded to our third party software, ThinkSmart. Relevant data includes: child's: name, date of birth, medical information, password and social media consent. Parent/guardian's: name, contact numbers, email address, postal address. Emergency contacts: name, contact number.

This information is then used in certain documents, such as, weekly registers, medical forms, disclosure forms.

ThinkSmart provides our online password protected register system which all teachers have access to. This is to ensure that in the absence of the school principal ALL teachers have the relevant medical information and emergency contacts should an emergency arise in class. Access to all Yasmin Amber School of Dance computers and the ThinkSmart software for registers are password protected. When a teacher leaves the school these passwords are changed in line with this policy. Any portable data storage used to store personal data, e.g. a memory stick, are password protected and/or stored in a locked filing cabinet.

HOW LONG IS MY PERSONAL INFORMATION STORED FOR?

Students/Parents/Guardians of Yasmin Amber School of Dance:

All enrolment form copies are stored for the entire duration of the child's attendance at Yasmin Amber School of Dance. Upon leaving the school the enrolment forms may be kept on file for up to 3 years. These records are then deleted after this period.

CAN I FIND OUT WHAT PERSONAL INFORMATION YASMIN AMBER SCHOOL OF DANCE HOLDS ABOUT ME?

Please be aware that you can request a copy of this information at any time.

LEGAL OBLIGATION/CHILD PROTECTION?

Information will only be disclosed with the appropriate statutory authorities if our designated safeguarding person (DSP) Yasmin Taylor has any concerns for the welfare of a child in our care.

**The ICO (Information Commissioner's office) number for Yasmin Amber School of Dance is:
ZA562965**

We are committed to reviewing our policies and procedures annually.

This policy is reviewed annually.

Date of last review.....06/09/2025.....

Signed.....Y TAYLOR