**DATA PROTECTION POLICY INCLUDING TERMS AND CONDITIONS**

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**POLICY STATEMENT (reviewed regularly, please check back for updates)**

In accordance with new GDPR Legislation May 2018 we are required to inform you of why, where and how Freda Gurney School of Dance (FGSD) gathers and stores any personal information. FGSD takes the security and use of the information you give us very seriously.

Here is a summary of our data privacy principles:

* We will collect the information we need from you from your consent form.
* We will use only the details you provide to contact you.
* We take just as much care over information relating to people under the age of 18.
* We pledge to keep our contact information up to date.
* We will not hold information for longer than is necessary.
* We will take care to protect and secure the information you give us – in electronic format, this means we will back it up and ensure that access is only given to authorised people in the course of business.
* We will not store sensitive personal data electronically.

We are now also required to have parental permission in the methods we use to contact you and share information. We may store pupil and/or parents’ contact numbers on a mobile device and a hardcopy of contact details are kept within a personal, portable file to use in case of an emergency. We will continue to use this method to contact you unless told otherwise. We may collect data relating to physical or mental health in order to tailor activities to those needs. We share names and date of births only with the IDTA when pupils are entered for examinations, personal details regarding physical or mental health may also be shared with your permission. Examination records are kept electronically for pupils in order to provide accurate records if requested for any reason in the future. If a parent requires us to delete or destroy any information about themselves or their child once they have left the setting, we will discuss the information with them.

When you make an enquiry, you are asked for your name and contact details. By providing this information you are providing us with your consent to answer your enquiry. Your personal information will never be sold, rented or exchanged with any third party for commercial reasons. FGSD follows strict security procedures in the storage and disclosure of information which you have provided, to prevent unauthorised access in accordance with the UK data protection legislation. We do not collect sensitive information about you / your children except when you specifically knowingly provide it. In order to maintain the accuracy of the database, you can check, update or remove your personal details by sending an e-mail request to fgschoolofdance@virginmedia.com

**Right to withdraw Consent**:

The User has the right to withdraw consent at any time. This request should be submitted electronically to [fgschoolofdance@virginmedia.com](mailto:fgschoolofdance@virginmedia.com) FGSD will remove or anonymise all stored data from all systems within 10 working days.

If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use. If you disagree with any part of these terms and conditions, please do not use our website.

The content of the pages of this website is for your general information and use only. It is subject to change without notice.

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to inform you of the services we can offer. Your data may be stored through Wix.com’s data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

This website uses cookies to monitor browsing preferences.

Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.

From time to time this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).

**We may collect the following information**:

name, contact information including email address, preferences and interests

**What we do with the information we gather**

The information will be used for internal record keeping.

We may use the information to improve our products and services.

We may periodically send promotional emails about new events, special offers or other information which we think you may find interesting using the email address which you have provided.

From time to time, we may also use your information to contact you for market research purposes. We may contact you by email or phone. We may use the information to customise the website according to your interests.

**Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer’s hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Third Party Cookies

The website may use content from other websites to improve the experience, for example social network sharing or YouTube videos. This may result in these websites setting cookies which we do not control, we suggest you visit the privacy sections of these websites for full details of cookies they use and how to control them:

Google Analytics - We use Google Analytics, a web analytics service provided by Google to report on website usage.

Facebook - Sometimes we give the opportunity for users to share content with their Facebook friends, this may result in Facebook setting cookies.

Instagram – Sometimes we give the opportunity for users to share content with their Instagram friends which may result in Instagram setting cookies.

YouTube - Sometimes we may display YouTube adverts on the website, and this may result in YouTube setting cookies.

Zoom.us – we may use online meetings through Zoom which may result in Zoom setting cookies.

Removing and controlling cookies

The website may use content from other websites to improve the experience, for example social network sharing or YouTube videos. This may result in these websites setting cookies which we do not control, we suggest you can restrict or block the cookies set by a website through your browser settings. The Help function within your browser should tell you how. Alternatively, you may wish to visit www.aboutcookies.org which contains comprehensive information on how to do this on a wide variety of browsers.

**Terms and Conditions**

Notices are displayed, and emails sent out to confirm term dates, fees and events.

Fees are due within the first two weeks of each term and are non-refundable – penalties for late payments will be applied.

New pupils are requested to complete a consent form. Weekly payments are permitted for the first two weeks of classes. Remaining fees to the end of that term become payable on the third week. Clothing suitable for exercise can be worn until the pupil is entered for examinations, though correct uniform is encouraged.

Adult classes offer the option of pay as you go or a discounted termly payment.

Students are encouraged to attend their lessons punctually and regularly, wear the correct uniform and have hair neat, tidy and off the face. These rules enable us to adhere to health and safety requirements.

Jewellery should not be worn for the safety of everyone in the class.

If classes need to be cancelled due to severe weather or staff illness, we will do our best to contact parents as quickly as possible - by email, telephone as well as via social media.

We ask for pupils to politely inform us if they do not intend to return to classes the following term.

All pupils will be notified and given details of fees and procedures for entering examinations through the International Dance Teachers’ Association (IDTA) once the required progress has been made.

Pupils will be asked for written consent to take part in show performances.

FGSD will provide a copy of their Safeguarding and Privacy (Data Protection) policies on request.

All teachers maintain up-to-date DBS (formerly CRB) certificates, safeguarding and first aid qualifications. They hold professional qualifications with the International Dance Teachers’ Association (IDTA).

FGSD are not responsible for any loss of property during classes.

FGSD are not responsible for children outside of class times.

Teachers are allowed to use verbal and physical “hands on” correction.

**Online Meetings/Classes**

Anyone taking part, learning or dancing along with a dance video, dance clip or dance stream does so at their own risk. FGSD does not accept any responsibility for each individual or group of individuals who may be watching, joining in or dancing along with this dance video, dance clip or dance stream.

In order to take part/learn/dance along with this dance video, dance clip or dance stream you must first make sure that you are in good enough health/physical condition to be able to do so. If you are under doctor’s orders, have an underlying health condition or have received medical advice that would normally preclude you from a physical activity (such as dance and/or dance fitness) you should not join in or dance along with this dance video, dance clip or dance stream.

You must also create a safe area to dance in. You must make sure that the area you are about to dance/exercise in is suitable for the type of dance or exercise that is contained in the dance clip, dance video and dance stream you are about to watch. The area must be a flat surface, be clear of obstruction (such as tables, light fittings, rugs), be big enough and again suitable for the style of dance/dance exercise you are about to take part in.

By watching the dance video, dance clip or dance stream you agree to the above terms and conditions.

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