



PRIVACY POLICY

The Wendy Sandercock Academy of Dance (“WSA”) privacy policy explains how we use any personal information we collect about you when you use this website or via Facebook or similar. By submitting your information to WSA you agree to the terms and conditions as detailed in this Privacy Policy document. Any visitor to the Site may review the contents and information of all areas.

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What information do we collect about you

WSA collects data about individuals, usually within a business context. We only collect basic personal data about you. It does not include any special types of information. This can however include name, address, email, phone number, your son(s) / daughter(s) information and date of birth etc. Information is collected about you when you request us to contact you or apply for classes via our on-line registration form.

WSA treats all data which identifies an individual as Personal Data. WSA acts as the ‘Controller’ of the personal data you provide to us, this means we control what happens to the data in our possession. We need to know your basic personal data to provide you with information associated with your queries and services. We will not collect any personal data from you we do not need Website usage information is collected using cookies via our Internet Service provider.

Why do we need it? – In order to (a) fulfil our contractual commitments to you and communicate with you and (b) maintain our own records to comply with our legal obligations and (c) protect our own legitimate interests.

How do you protect it

We have a Data Protection procedure in place to oversee the effective and secure processing of your personal data.



How will we use the information about you

We will from time to time take website usage information to assist us in the ongoing development of the Site. This will not include information that can be used to identify any individual. Registration deems acceptance that we may use your registered name and email address to inform you about other related services and products ie Annual Shows / Workshops etc. No information is disclosed to third parties whatsoever except students details when entering examinations of the Royal Academy of Dance.

No other 3rd parties have access to your personal data unless it is specifically required to meet examination criteria (as noted above) or the legitimate interests of the company as defined under Article 5 of the General Data Protection Regulation(GDPR).

Where is the information stored

All the personal data we hold is processed by us using paper registration forms or online registration forms.

Data provided via the on-line registration form is internal and not stored anywhere else and all submitted data is sent to us securely via email. Our on-line registration form is provided by Magic Form Builder.

Marketing

If consent has been given, WSA may also send marketing emails or contact you with details of other products or services we think may be of interest to you. Following consent for you to receive marketing emails, you have a right at any time to opt out from receiving our marketing emails.

If you no longer wish to be contacted for marketing purposes please advise us in writing or via WhatsApp, Facebook Messenger or email.

Access to information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of your personal information held by us, please email. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Students

In submitting the on-line registration form (or the downloadable pdf equivalent), you acknowledge that you have read, understood and accepted the Terms & Conditions of the Academy and the terms of this Privacy Statement.



Cookies

Cookies are text files recorded by your browser onto your computer for the websites you are visiting. They act as a memory, where sites can store information about your visit in order to use it when you open the next page. Every site can only set or read their own cookies, and only when your browser allows it. Usually, browsers are set by default to allow cookies. This information is used to track visitor use of the website and to compile statistical reports on website activity

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

Log Files

When you visit our website, we do not currently collect statistics concerning your visit, so no data is held by us in log files. However, Log files would allow us to record visitors' use of the site in the future and we would use Google Analytics (or similar) to record visitors' use of the site and use this information to make changes to the layout of the website and to the information in it.

Any Log files used in the future would not be used to identify any individual patterns of use of the site.

This statement only covers websites maintained by us and does not cover other web sites linked from our site.

Other websites

Our website contains links to other websites. This privacy policy only applies to WSA so when you link to other websites you should read their own privacy policies.

Changes to our privacy policy

We keep our privacy policy under regular review, and we will place any updates on this web page. This privacy policy was last updated on 17th May 2018.

Your rights

If at any point you believe the information, we process on you is incorrect you can request to see this information, and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer, Wendy Sandercock, wendysandercockdance@gmail.com and the matter will be investigated. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office (ICO) [here](#).