

Wendy Sandercock Academy of Dance

Privacy Policy

Revised August 2023

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 within a business only 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 and stored about you when you request us to contact you or apply for classes via our on-line registration form / GDPR form or general enquiry.

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 other than that submitted via the general enquiry, online application or GDPR forms. Website usage information is collected using cookies via our Internet Service provider and using Google Analytics.

Why do we need it? – In order to

- (a) fulfil our contractual commitments to you and communicate with you,
- (b) maintain our own records to comply with our legal obligations,
- (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.

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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 never 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 and as such, WSA is registered with the Information Commissioners to comply with this data sharing.

No other 3rd parties have access to your personal data whatsoever 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) or requested by any executive agency of UK or local Government. We will always seek your permission before disclosing such information.

Where is the information stored

All the personal data we hold is processed by us using online registration / GDPR / General enquiry 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. Data submitted using our General enquiry / Online Application & GDPR forms is sent to us by our Internet Providers via secure email from our website. This information is stored on student application / GDPR database updated by us and held and operated securely by Google.

Marketing

If consent has been given via submission of our GDPR form or failing that "deemed consent" will apply when you actively take classes or other WSA activities, 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 at a later date to opt out from receiving our marketing emails by giving notice to us 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 you acknowledge that you have read, understood and accepted the Terms & Conditions of the Academy and the terms of this Privacy Statement as well as GDPR consents.

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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 or click “settings” at the bottom left of our website to review or change your cookie settings at any time. When you view our website for the first time you will be promoted to accept all cookies or decline all but necessary functional cookies.

Log Files

We use Google Analytics 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. This information is securely stored by Google and made available to us via our Internet Service provider.

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.

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](#).