



Participants Privacy Notice – Dancerama and Dance by Rebecca

As the principal of Dancerama and Dance by Rebecca, I am committed to protecting your privacy. This privacy policy sets out how I use and protect any information that you give me.

Your personal data and your membership

As an attendee of my classes, I collect, store and use the personal data that you provide me. I do this so that I can effectively manage my classes and ensure that as a participant you or your child are kept informed and safe. I may use your data to contact you with class updates and wider group opportunities I think you may be interested in. I will use your data to keep me informed about any health or wider needs you have that I need to consider whilst delivering your class/es. If you have provided me with emergency contact details I will use this data when required. Some of the data that I collect from you is 'specialist category'. This includes (not exhaustively) any data relating to disabilities and health. I collect and use this data to enable me to tailor activities to you or your child's needs.

Unless you have given me separate written consent, I will cease to contact you 6 months after your stop attending my class/es. At this point I will also delete/destroy all personal data that is not linked to financial records. I will store any personal data linked to financial records for a 6-year period. HM Revenue and Customs (HMRC) have the right to inspect financial information relating to the previous 6 years and require all trading entities to keep financial records for this length of time.

I will not share your personal data. All data you provide to me is stored on a password protected device and/or locked away.

You may request details of personal data which I hold about you or withdraw your consent at any time. You can contact me on 07886 599470 or dancerama@hotmail.co.uk If you have any concerns about my information rights practices you can raise them here www.ico.org.uk/concerns or by calling 03031231113.

[Rebecca Mullan] [24/05/2018]