



Privacy Policy

1. Purpose

This policy explains how Knights School of Dance collects, uses, stores, and protects personal data in accordance with:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018

2. Data Controller

Knights School of Dance is the Data Controller and can be contacted at: Name: Alison Knight

Phone: 07802685362

Email: Knightschoolofdance@gmail.com

3. What Personal Data We Collect

We may collect and process the following data:

- Student names, addresses, dates of birth, and contact details
- Parent/carer names and contact information
- Emergency contact details
- Medical information relevant to participation in classes
- Attendance records
- Payment information
- Photographs and video recordings (with consent)



4. Lawful Basis for Processing

We process personal data based on one or more of the following legal grounds:

- Contract: To deliver the services you have requested.
- Legal Obligation: To comply with the law (e.g., safeguarding, tax records).
- Legitimate Interests: To manage and improve our services.
- Consent: For optional activities such as marketing and social media sharing.

5. How We Use Personal Data

Your data will be used to:

- Manage class bookings and enrolment
- Process payments and invoices
- Maintain health and safety records
- Ensure the wellbeing of students
- Communicate important updates
- Promote the school with your consent (e.g: photos)

6. Data Sharing

We will only share your data when necessary:

With service providers such as payment processors class management systems (including but not limited to Class Manager view their privacy policy here:

- Class Manager <https://app.classmanager.com/portal/be-unique-performing-arts/privacy>)

- Examination Organizations for examination entry.

Imperial society Of Teachers of Dancing (ISTD) view their privacy policy here:

<https://www.istd.org/privacy-policy/> and <https://www.parnassusonline.com/privacy-policy/>

Royal Academy of Dancing (RAD) view their privacy policy here: _

<https://assets.royalacademyofdance.org/wp-content/uploads/2024/11/Exams-privacy-policy-2023-20230101.pdf>



- With insurers, regulators, or legal authorities when required
- With safeguarding agencies if a risk of harm is identified. We will never sell your data to third parties.

7. Data Storage and Security

- Paper records are stored securely in locked cabinets.
- Electronic records are protected by secure passwords and encryption.
- Only authorised personnel can access your information.

8. Data Retention

- Student records will be retained for 6 years after the student leaves.
- Financial records will be kept for 7 years to comply with tax law.
- Medical and incident records may be retained longer if required by law.

9. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request rectification if data is inaccurate
- Request erasure (“the right to be forgotten”) in certain circumstances
- Restrict or object to processing
- Request data portability
- Lodge a complaint with the Information Commissioner’s Office (ICO) To exercise

these rights, please contact us in writing.



10. Consent for Photography and Marketing

We will always request explicit consent before:

- Taking and using photographs or videos for marketing
- Sharing any images on our website or social media Consent may be withdrawn at any time.

11. Social Media

We use social media platforms to share news and celebrate student achievements.

- No photographs or videos of children will be posted without prior written consent from parents/carers (or from students aged 18+).
- We will not tag or identify children by full name without specific permission.
- Parents/carers have the right to request the removal of any image involving their child.
- Direct messaging with children under 18 is not permitted; all communication must be through official channels.
- Once content is published on social media, it may be shared further by others; we take reasonable care to post only appropriate material.

12. Website Cookies

Our website may use cookies to enhance user experience. You can adjust your browser settings to refuse cookies.

13. Changes to This Policy

This policy may be updated periodically. The most current version will always be available on our website or by request.

Date of Issue: July 2025
Date of Next Review: July 2026