



PRIVACY POLICY (GDPR)

Privacy Policy (GDPR)

Our Commitment

Spirit Academy of Dance is committed to protecting the privacy and personal information of all students, parents, carers, staff and visitors.

We collect and process personal information responsibly and in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy explains what information we collect, why we collect it and how it is used.

What Information We Collect

When a student joins Spirit Academy, we may collect:

Student Information

- Full name
- Date of birth
- Address
- Medical information relevant to participation
- Emergency contact details
- Class attendance records
- Examination and performance records
- Photography preferences

Parent/Carer Information

- Names
- Email addresses
- Telephone numbers
- Postal address
- Billing information
- Emergency contact information

Where appropriate, we may also collect information required to safeguard a child's welfare.

Why We Collect This Information

We collect personal information in order to:

- Deliver dance classes safely.
- Register students for examinations and competitions.
- Contact parents regarding classes and academy activities.
- Manage bookings and payments.
- Respond appropriately in emergencies.
- Meet safeguarding responsibilities.
- Comply with legal obligations.

We only collect information that is necessary for these purposes.

How Your Information Is Stored

Personal information is stored securely using trusted systems including:

- Membermeister
- Secure academy email accounts
- Password-protected electronic records
- Locked storage for any paper records

Access is limited to authorised members of staff who require the information to carry out their role.

How Long We Keep Information

We retain personal information only for as long as necessary to:

- Deliver our services.
- Meet safeguarding requirements.

- Comply with legal or financial obligations.

Information that is no longer required will be securely deleted or destroyed

Sharing Information

Spirit Academy will never sell your personal information.

Information will only be shared where necessary, for example:

- Examination boards
- Competition or performance organisers
- Emergency services
- Medical professionals during an emergency
- Safeguarding agencies where required by law

Information is only shared where there is a legitimate reason to do so.

Photography & Video

Photography permissions are managed separately through our Photography & Video Consent Form.

Only images covered by the permissions you have provided will be used.

Further information can be found in our Photography, Video & Social Media Policy.

Your Rights

Under UK GDPR, you have the right to:

- Access the personal information we hold about you or your child.
- Request that inaccurate information is corrected.
- Request deletion of information where appropriate.
- Withdraw consent where processing is based on consent.
- Request that certain information is no longer processed where legally applicable.
- Raise concerns about how your information is handled.

Keeping Information Up to Date

Parents are responsible for informing the academy of any changes to:

- Contact details
- Emergency contacts
- Medical information
- Collection arrangements
- Consent preferences

Keeping this information up to date helps us safeguard your child.

Data Security

Spirit Academy takes appropriate steps to protect personal information against:

- Unauthorised access
- Loss
- Misuse
- Alteration
- Disclosure

While no electronic system can guarantee absolute security, we continually review our procedures to keep information as safe as possible.

Contact Us

If you have any questions regarding this Privacy Policy or wish to access or update your personal information, please contact us.

Policy Review

This policy is reviewed regularly and updated where necessary to reflect changes in legislation or academy procedures.