

PRIVACY & DATA PROTECTION POLICY

Aims of the Privacy & Data Protection Policy

Eden Dance is committed to protecting your personal information in accordance with the original Data Protection Act 1998 and the General Data Protection Regulations (GDPR) effective from May 2018.

This policy refers to the use of any personal information provided to us online or via application forms, telephone, email exchange, letters or correspondence.

Whenever you provide such information, we are legally obliged to use your information in line with current legislation concerning the protection of personal information.

Scope

This policy applies to information concerning all our students and their families, teachers, helpers, and anyone being taught by or acting on behalf of the school.

Students & Families

For students we collect date of birth, contact details, details of parents, guardians or other responsible adults, and records of medical and health conditions that are relevant to their physical activities.

We collect records of dance examinations taken and the results achieved. We maintain records of participation in performance work managed by Eden Dance.

Teachers, Helpers & others

For teachers and helpers in direct contact with students we collect, as appropriate, verification of identity, contact details, qualification details, previous roles and responsibilities and records of Enhanced Disclosure and Barring Service (DBS).

We collect bank account details for those who are paid for their services.

Use of Personal Data

We will use retained personal information for a range of purposes including:

- To provide you with information about our services and activities and to deal with your requests and enquiries.
- For service administration purposes, which means that we may contact you for reasons related to the service or activity you signed up for (for example, details regarding classes, exams or performance work).
- To contact you about an enquiry you have made.
- To process your application for employment and where applicable your employment once appointed.

Should we need to use your personal information for reasons other than the ones specified above, we will ensure that we notify you first. You will be given the opportunity to withhold or withdraw your consent for the use of your personal information for purposes other than those listed above.

By submitting your details, we assume consent to use it for administrative purposes to enable us to provide you with the services that you have selected.

Eden Dance does not share your personal information with third parties, unless clearly stated. We do not sell your data, and neither do we buy data from third parties.

Data retention

Once a student leaves, we retain sufficient information to identify them if they return in the future.

Data Storage

We store information using a combination of paper and computer systems.

Student information may initially be gathered on a physical record card or by using an online version of the card. A database of this information is maintained on a computer. Other relevant information may be obtained and communicated by email.

For teachers and helpers their information is typically gathered verbally or by email.

Digital information is held and maintained on a computer that is password protected and held in a secure location. It is backed up using a secure cloud service.

Only the Principal of Eden Dance and her administration assistant have access to the full set of retained information. Teachers have access to the contact details and relevant medical information of students.

Requests for Access to Personal information

You have the right to view the personal information held about you by Eden Dance.

You may make a request for access to the data or for any other information concerning this Data Protection Policy by contacting info@edendance.co.uk.

Other Related Policies

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| EDP-01 | Safeguarding Policy |
| EDP-02 | Health & Safety Policy |

Approved by:-

Maureen Singh Mitchell

Principal, Eden Dance

1 May 2026