



Data protection and privacy policy

Thank you for trusting Ferris Dance Company with some information about you and/or your child(ren). We would like to assure you that we take that trust seriously and we want you to know how we use your information and why.

Who is holding your information?

The information you have given to us is kept by the company principal, with relevant information (such as names and medical issues) also accessible to the class teachers, as well as class assistance, volunteers etc if necessary.

Where do we get data from?

We only hold data provided to us by you. Initial information is collected on the enrolment form that you complete before trialing any classes. We may also collect data that is emailed to us by you. We only keep data that is necessary to run the company in an efficient manner.

Where is your data stored?

You/your child(ren)s data is stored in a locked filing cabinet at the company principals home. Any data stored on a PC / laptop is password protected.

Do we share your data?

We never sell data we hold.

Your information is held in the strictest confidence. Our staff are aware that confidentiality is paramount and any sharing of data is a breach of data regulations.

It is your responsibility to ensure that we hold the correct details for you/your child(ren) and keep us updated of any changes to contact information or health details.

We also reserve the right to share information if we suspect a safeguarding issue (child protection policy).

How long do we retain your data?

We will keep and update records for as long as you and/or your child(ren) is a student at Ferris Dance Company. Once you/your child(ren) leave your registration and medical forms will be destroyed and removed from our database. Photo, video and audio consent forms are kept indefinitely.

What to see what we hold on you?

You have the right to know what information we hold on you/your child(ren). Simply send your request by email to ferrisdancecompany@gmail.com the data we hold for you will then be shared with you.

This policy was last reviewed on 18/08/2023 by Nicole Ferris.

The next review is due on 18/08/2024