



*live it, feel it, dance it!*

## PRIVACY POLICY

Clandon School of Dance only uses personal information if we have proper reason to do so and this includes sharing it with third parties for the purposes of entering children for examinations, obtaining performers licenses and participating in other dance-specific activities.

### [Collection of information](#)

We obtain information about you when you

- complete an online or manual paper registration form
- speak to us on the telephone, or in person, or by email

### [Type of personal information we collect includes:](#)

- Parents'/Guardian's name(s)
- Postal address
- Email address
- Telephone number
- Child's name
- Child's date of birth
- Child's relevant medical history

### [Use of information](#)

- To process your child's registration for classes in the school
- To enable us to provide information to the Royal Academy of Dance (RAD) and Imperial Society of Teachers of Dancing (ISTD) for examination purposes
- To enable us to obtain performers' licenses from Surrey County Council for our shows
- To enable us to enter children in Festival competitions and other external events

### [Length of time your information is kept](#)

We hold your personal information for only as long as a family member attends classes at Clandon School of Dance, or as long as is set out in any relevant contract or agreement you hold with us.

### [Access to your information](#)

External organisations - we do not give out your information to any other organisation/school other than third party service providers.

Teachers - have a list of telephone numbers kept with their registers for use in an emergency. This is updated on a termly basis.

Parents - we do not give out your information to other parents without your permission.



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### [Access and updating your information](#)

The accuracy of your information is important to us. If your contact details change please email: [clandondance.info@gmail.com](mailto:clandondance.info@gmail.com), or write to Millscroft, Ockham Drive, West Horsley KT24 6PG or phone 01483-282506.

You have the right to ask for a copy of the personal information we hold and you also have the right to have your information deleted or amended.

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### [Signing the consent form](#)

By submitting your details and signing the data consent form, we assume consent to use the information for administrative purposes to enable us to provide you with the service(s) you expect.

### [Children 13+ years](#)

In the UK, children 13 years and over can give consent themselves as they have legally reached the 'age of understanding'.

At Clandon School of Dance, and for the entire time a child attends lessons in the school, parental consent will always be asked to enter children for examinations, festivals or any other activity.

Teachers will have initial discussions with children aged 13 years and over about any proposed dance activity they could undertake. Consent or otherwise is given by the parent after discussion with the child.

### [Assistant teachers' personal information](#)

- If unable to speak personally to a teacher, contact should, in the first instance, be through the school's email: [clandondance.info@gmail.com](mailto:clandondance.info@gmail.com) or by phone on 01483-282506.
- Should an assistant teacher give their phone number or email for any reason, it should thereafter only be used to inform of absences or to leave messages.
- Messages can be left 9am - 9pm, Monday - Saturday ONLY and teachers will respond as soon as they are able.
- Teachers can ask for their personal details to be deleted from your phone and other devices.
- Teachers will delete your personal information from their phones or other devices when your child leaves Clandon School of Dance.