



Imperial Academy of Dance is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect about children who are members of our dancing school and their parents/guardians.

The information we collect

On enrolment, we will collect the basic personal details such as name, address, date of birth, medical information, parents/guardians names addresses, contact numbers and email address. At this time we will ask you/parents/guardians to consent to the collection of this personal information and the uses to which it will be put. We will be able to accept consent directly from children over 13.

How we use information

We will use your and your parents/guardians personal information;

- to send you communications about the school activities such as exams, performances, fees etc
- To support your health and well being whilst taking part in classes etc
- To enrol you with examination societies, in order to take examinations
- For planning any aspects of productions
- To enter you in dance festivals/competitions
- And to compile entries for programmes

Security

We will put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of your and your parents/guardians personal information.

Your Rights

Please let us know if your personal information or that of your parents/guardians changes as it is important that the information we hold about you is accurate and up to date. Circulating information to you and your parents/guardians is a necessary part o

parents/guardian being a member of the dance school. If you decide to no longer be a member of the dance school we will keep you information for a set period of time before removing it from our files. You and your parents/guardians have the right to request a copy of the information we hold about you and them. To do this simply contact us and we will take all necessary steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep up to date with, or comply with legal requirements. If there are any significant changes made to the use of your personal information in a manner different from stated, we will seek your permission first.

How to contact us

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to request a copy of your information please contact us in one of these ways:

By phone to the Secretary

07815009701/01664 840158

By email

imperialacademyoffice@gmail.com

By post

The Cabin,
Stormbrick Furlongs,
8, The Lane,
Barsby,
Leics,
LE7 4RH

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