

Cecilia Hall Dance Centre - Data Policy

1. This Data Policy shows how Cecilia Hall Dance Centre will comply with the General Data Protection Regulation.
2. Cecilia Hall Dance Centre holds the following personal data concerning persons (data owners).
 - a. Name
 - b. Address
 - c. Email address
 - d. Telephone number (s)
 - e. Date of Birth when needed for Examination entries and Performance Licences.
(Only passed on with pupil's permission at the time of entry for exam or Licence application.)
3. The data is held by the principal of the Dance School – Patricia Lewis
In an address book. Telephone numbers and emails also on a mobile phone.
Dates of Birth asked for at time of Examination entry or Licence Application and not kept.
4. The data is only collected and stored after the data owner has given consent.
This consent will specify:
 - a. How it will be used
 - b. Consent will not be assumed but will be actively required (opt in)
 - c. Any outside organisation that will be given the data, why and what the organisation will do with the data.
 - d. Some data is time dependent and, where necessary, the date of deletion will be notified prior to consent being given.
5. Each person whose data Cecilia Hall Dance Centre holds can request a full statement of that information and require the information amended or deleted.

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