Our privacy policy aims to inform you how we store and use your personal data. We will try to make it quick to read and easy to understand.

*How we store your data*

* The UILDA database in on a data encrypted and password protected computer that’s sole use is for the database
* My phone is used to store mobile numbers & is data encrypted
* Paper files are kept in a lockable filing cabinet.

*Where we collect data*

* On our website via a contact form, Cookies, Google analytics and a Facebook pixel.
* Via email
* Paper registration forms
* Photos in class, events and show day

*How we use your data*

* To sign you up to classes
* To send invoices
* To share information for shows, exams, events and classes.
* To advertise classes and events
* To improve my website and make it easier to use
* To send birthday cards
* To send out end of term reports
* To keep your child safe and happy during classes and events

*Who we share your personal data with*

* The IDTA (there data protection policy can be found on their website) For examinations we need to share a child’s full name, date of birth and location of there exam.

That’s it we never use your personal information publically. Any photos used online or in print will never feature a child’s name. The only exception to this is the show program where there first name is printed however this is only available at the show and tickets to the show are only for family and friends of the dancers.

*Destroying data*

Once data is no longer required to be stored it is deleted permanently from computers and all paper documents (registers, invoices, enrolment forms) are shredded. You are welcome to change your consent at any time, if you have any questions or would like a copy of your data stored all you have to do is ask.

*Right to complain*

If you feel your data is breached in any way you of course have the right to complain to ICO (Information Commissioner’s Office).

Lauren Manning is the DPO (Data Protection Officer) for UILDA and will analyse data security on an annual basis