



## PRIVACY POLICY

*Last reviewed: 3<sup>rd</sup> April 2018*

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This privacy policy sets out how Dance Ihayami uses and protects any information that you give us when you sign up to Ihayami School.

Dance Ihayami is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Dance Ihayami may change this policy from time to time by updating this document, which is available online. You should check from time to time to ensure that you are happy with any changes. This policy is effective from 25<sup>th</sup> May 2018.

1. What we collect
2. What we do with the information we gather
3. Security
4. Controlling your personal information

### 1. WHAT WE COLLECT

For students of Dance Ihayami, we may collect and store the following information:

- Your name
- Your date of birth
- Your contact email address and mobile phone number (in the case of under 16s this will be a parent or guardian)
- Emergency contact details
- Any illness or injury that you judge our teachers need to be aware of
- Any other information that you choose to send to us
- Dance Ihayami does **not** collect or process credit or debit card ("Payment Card") information

### 2. WHAT WE DO WITH THE INFORMATION WE GATHER

We require this information for the following reasons:

- Internal record keeping.

- Sending you invoices for your classes
- Keeping in touch with you regarding your classes
- Being able to contact the appropriate persons in case of emergency
- Being able to let teachers know of any illness or injury that they need to be aware of
- To provide you with promotional communications, such as email, to the extent that you have provided consent to receive such communications under applicable law.
- To provide you with customer service communications.
- To carry out our obligations arising from any agreements entered into between you and us.

### **3. SECURITY**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

### **4. CONTROLLING YOUR PERSONAL INFORMATION**

We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to Dance Ihayami, P.O. Box 17469, Edinburgh EH12 1LY or email [info@danceihayami.org](mailto:info@danceihayami.org).

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

#### **Photography and filming:**

There may be times when students are filmed or have their picture taken during performance or classes. This may be used for Ihayami School promotional purposes on our website and social media platforms. Your signature on your enrolment form, or in the case of children under 16, that of your parent/guardian, indicates your acknowledgement and permission. If at anytime you wish to withdraw your

permission for your image to be used publicly, please write to Dance Ihayami, P.O. Box 17469, Edinburgh EH12 1LY or email [info@danceihayami.org](mailto:info@danceihayami.org).

Parents and spectators at events wishing to photograph or film their child's performances out with Dance Ihayami events are to be aware of the expectations which are explained in our Child Protection Policy.

Photography and filming by parents or students during class is strictly prohibited. Filming parts of the class for practice purposes is permitted only by the teacher. Most of our classes have a Whatsapp group in which practice videos may be shared with students.

During events, Dance Ihayami may employ a photographer to take still images or video footage which is then made available for parents and students as keepsakes.