



## **Lisa Allen Dance & Arts**

### **Website Privacy Policy**

Lisa Allen Dance & Arts are committed to protecting and respecting your privacy.

This policy (together with our Terms and Conditions and any other documents referred to) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. In providing us with your personal data, you accept that you have read and agreed to this privacy policy.

For the purpose of the General Data Protection Regulations 2016 (The Act) the data controller is Lisa Allen Dance & Arts, care of address:

The Leatherhead Institute, 67 High Street, Leatherhead, Surrey, KT22 8AH ("LADA")

### **1. Information we may collect from you**

We may collect and process the following information about you:

- Information that you provide by filling in our Registration Form at the time of booking or contacting us via our Contact Form on our website [www.ladancearts.co.uk](http://www.ladancearts.co.uk)
- Data we collect may include your name (or name of your child's chaperone), your child's name, address, email, contact number, emergency contact numbers, date of birth and school your child attends plus any medical history. If you provide personal information belonging to another person, you confirm you have that person's consent to pass this onto us.
- If you contact us, we may keep a record of that correspondence.
- Details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data, and the resources that you access.
- Photographs and video footage taken while your children are attending our classes or events. We collect consent for this before taking such photographs or videos and provide notices so that parents are aware when we are filming. Please inform us if you do not wish us to use such video footage or images when you complete the Registration Form.
- Records of your children's attendance at classes and events
- We collect the names and dates of birth of your children in order to provide our services to you and your children. In providing us with this data, you confirm you have the authority to do so as parent or legal guardian and you hereby consent to our use of your children's personal data under the terms of this Privacy Policy.
- We also collect medical and allergy information so that we can be aware of any issues and be properly prepared to teach your child. We would only share this with the instructors who teach your children.

If you no longer require our services, we will automatically remove all data from our servers and our databases. At any time anyone can request that their data is removed, however in certain circumstances, such as, if your child still attends our school for classes, we must store your details whilst you have an active account. Lisa Allen Dance & Arts does not, and will not, sell or give any personal details to anyone outside our organisation unless it is by request by Law Enforcement agencies, or any part of the Criminal Justice system.



## 1.2 IP addresses

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

## 2. Cookies

For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on your browser or the hard drive of your computer.

Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. Some of the cookies we use are essential for the site to operate.

Cookies are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

You block cookies by activating the setting on your browser which allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies as soon as you visit our site.

## 3. Where we store your personal data

Once you have provided us with information we will store this on a secure UK server and the paper copy of your Registration Form will be destroyed.

## 4. How The Information Is Used

We use information held about you in the following ways:

- To arrange services requested by you and respond to any enquiry. If you have e-mailed us we will use your e-mail address to respond to your query.
- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To carry out our obligations arising from any contracts (i.e. Terms and Conditions) entered into between you and us.
- To allow you to participate in features of our service, when you choose to do so.
- To notify you about changes to our service.

If you consent to us using your data in this way, please tick the relevant box situated on the form on which we collect your data. In addition, you can unsubscribe from our emails at any time.



## 5. Disclosure of your information

We may disclose your personal information to any individuals within our organisation.

We may disclose your personal information to third parties:

- Those third parties involved with us in providing the services to you, including but not limited to: our venues & instructors
- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If Lisa Allen Dance & Arts or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms and Conditions and other agreements; or to protect the rights, property, or safety of Lisa Allen Dance & Arts, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction

## 6. Your rights

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by contacting us at [info@ladancearts.co.uk](mailto:info@ladancearts.co.uk)

Our site contains links to and from the websites of our partners, other Lisa Allen Dance & Arts companies or other third parties (such as social media websites). If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies.

Please check these policies before you submit any personal data to these websites.

## 7. Access to information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Please contact us by email if you wish to know what information we hold about you.

## 8. Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

## Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [info@ladancearts.co.uk](mailto:info@ladancearts.co.uk)

A copy of our Terms and Conditions can be downloaded by [clicking here](#)