



Professional Academy of Dance NI

Privacy Policy

Professional Academy of Dance NI needs to hold personal information about the student on our computer system and in paper records to help us with their dance training needs. We are responsible for its accuracy and safe-keeping. Please help to keep your child's records up to date by informing us of any change of circumstances.

How personal information is obtained:

- Via email
- Via telephone conversation (manually recorded and filed)
- Via text message
- Completed registration forms

A) Personal information we hold

- Your child's full name, date of birth and any medical conditions
- Your home and/or mobile telephone number, home address and email address

Why is this information required?

- Your child's date of birth is required in order to allocate the most suitable ballet class
- Mobile telephone numbers are stored on the academy's mobile phone. It is essential that contact can be made with parents in the event of an emergency or for any unforeseen situation which may result in a pupil becoming anxious or worried
- Mobile phone numbers are also required so that parents can be regularly updated with general information relating to the academy
- An email address is required as a quick and convenient method of communication
- A home address is required for information which can only be posted. For example, ballet exam certificates.
- The Royal Academy Of Dance (RAD) will require your child's first and last name and date of birth if they have been entered for a RAD ballet examination. This information is used to

allocate each exam entrant with a personal ID number. The RAD does not share your child's personal data with any other organisation.

B) Consent

Photographic and Video Footage

- It is mandatory that a parent/guardian completes this section of the registration form. Details are printed clearly. Parents/ guardians have been given the choice to opt in or out.

How is personal information and consent stored?

- Registration forms completed manually or on-line and filed
- On email and text messages which have appropriate security measures in place.

For how long is personal data and consent retained?

- For a maximum of three months after a pupil leaves the academy
- After three months, personal data is deleted.

NB: Parents are required to give written confirmation when their child wishes to terminate classes.

Personal data is held for three months for reasons outlined below:

- To notify parents if fees have not been settled
- To post examination certificates.

It is our duty to:

- Keep our privacy notice under review and update as necessary.