

## BODY FOR MIND SCHOOL OF MOVEMENT PRIVACY POLICY

### 1. About this Policy

1.1 This policy explains when and why we collect personal information about our students, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Protection Policy where required or appropriate without prior notice.

1.4 We will always aim to comply with the General Data Protection Regulation (GDPR) when dealing with your personal data.

2. We are Body For Mind School of Movement. We can be contacted at  
Email: [info@bodyformind.co.uk](mailto:info@bodyformind.co.uk) | Tel: 07478 616 859

#### 2.1 What information we collect and why.

Body For Mind School of Movement collects and uses personal information in order to operate and provide our service.

Information held is used for business purposes, administration, keeping parents and students informed, making sure the needs and welfare of the student are met, entering students for auditions, emailing information such as newsletters, invoices, school news and show information. Please ensure all contact details/personal information are up to date.

We collect this information through a registration form via Member Meister. This personal information includes:

- Student's full name, Address, Date Of Birth, Gender, Parent/Carer name, Parent/Carer phone number, Email.

- Emergency contact information, this includes:

Name of Alternative Adult, Mobile Number of Alternative Adult and Relationship to Student.

- Medical Information, any medical conditions/health issues/allergies we should be aware of and any medication they might need to take whilst in our care.

Photographs and video footage of students may be used for our website, press, marketing, promotional purposes, as a learning tool and our social media pages including Facebook, Twitter & Instagram. We require parental consent on the registration form to agree to this. A parent may withdraw their consent at any time by contacting Jasmine Jarret-Thorpe by email or letter, or by completing a new registration form.

### 3. How we protect your personal data

3.1 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. Currently it is necessary for us to have our actual contact folder at all classes. This folder is held in a secure, lockable case.

3.2 Please note that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. Information will not be passed onto third parties and will be kept confidential, except where the law allows or requires, or where you have given your permission to do so.

6. How long do we keep your information?

6.1 Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. We will hold your personal data on our systems for as long as you or your child is a student at Body For Mind School of Movement and for as long afterwards as it is deemed necessary. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data. We will only retain your personal data to the extent that we are required to do so by law or in order to be able to comply with future legal obligations.

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner.

For more details, please address any questions, comments and requests regarding our data processing practices to

Jasmine Jarret-Thorpe

07478 616 859 [info@bodyformind.co.uk](mailto:info@bodyformind.co.uk)