

THORRINGTON DANCE ACADEMY **PRIVACY POLICY**

Thorrington Dance Academy is committed to keeping your data safe and secure . We will not sell, rent or trade your personal information to any third party. We will take special care to protect the privacy and security of your information. This policy explains our information practices and the way that we collect and use your information. This Privacy Policy covers the information you provide to us offline and on our website.

HOW DOES THORRINGTON DANCE ACADEMY COLLECT AND USE MY INFORMATION?

When you enquire about our classes and register at Thorrington Dance Academy, we require certain information to fulfil your request. The information we need may include your name, your address, contact information, the student 's name, the student's date of birth and medical conditions. Once we have collected the information, it is then stored securely in a database software program (Class Manager, also GPRD compliant). This database software is password protected and only accessible to Thorrington Dance Academy staff members. You may request to view the information that is stored about you at any time. We will use your contact information to give you information about your/your child's class. This includes sending invoices and class information via e-mail and/or text message.

INFORMATION SHARING

Thorrington Dance Academy will not share your information with any third parties without prior consent from you. There are times when we may need to share your information, this includes examinations and performances. If we need to share your information we will contact you for your consent.

INFORMATION RETENTION PERIOD

We will only keep your information for as long as it is required for the purpose it was collected for. We may retain your information longer if it is required by law.

COMMUNICATION

You can stop receiving promotional e-mails by clicking unsubscribe. Thorrington Dance Academy will then only send you service related emails.

UPDATES TO OUR PRIVACY POLICY

You will be notified if we update our Privacy Policy via email. Our most up to date policy can also be found on our website.

HOW WE USE COOKIES

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Any questions regarding this privacy policy please contact Sam
sam@thorringtondanceacademy.co.uk

Privacy Policy Updated March 2021 by Samantha Bearman