

## **ACS Dance Centre Privacy policy.**

We are committed to ensuring that your privacy is protected and understand the need for appropriate protection of all personal information provided by you to us. This privacy policy applies between you, the User of this Website and ACS Dance Centre, the owner and provider of this Website. ACS Dance Centre takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website and other means such as email, social media messaging and telephone correspondence. Please read this privacy policy carefully. Definitions and interpretation

### **Who we are:**

ACS Dance Centre  
Registered Charity Number : 1159627  
Data Controller registered

### **What information do we collect about you?**

We collect contact information when you enquire about our classes in person, by phone, by email, websites or social media and we also collect more detail on enrolment and when booking online into our classes regarding health status safety/suitability for dance training and also for the ISTD exam board to monitor participation in dance examinations. Some of the information we collect may be classed as personal data, that is, it is information about an individual who can be identified from it. It may be collected any time you submit it to us, whatever the reason may be.

### **In doing business with you typically we collect the following information:**

Full or partial contact details

If you have any health concerns or disabilities which could require reasonable adjustments to our training methods for your safety and enjoyment in participating in dance.

Allergies or other medical history which could be relevant to a dance class

Age, date of birth

Ethnicity, gender, race if participating in dance exams in the future

1. In this privacy policy, the following definitions are used:

2. In this privacy policy, unless the context requires a different interpretation:

A.: the singular includes the plural and vice versa;

B.: references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, Data collectively all information that you submit to ACS Dance Centre via the Website.

This definition incorporates, where applicable, the definitions provided in the Data Protection Laws; Data Protection Laws any applicable law relating to the processing of personal Data, including but not limited to the Directive 96/46/EC (Data Protection Directive) or the GDPR, and any national implementing laws, regulations and secondary legislation, for as long as the GDPR is effective in the UK; GDPR the General Data Protection Regulation (EU) 2016/679; ACS Dance Centre, or us ACS Dance Centre User or you any third party that accesses the Website and is not either (i) employed by ACS Dance Centre and acting in the course of their employment or (ii) engaged as a contractor or otherwise providing services to ACS Dance Centre and accessing the Website in connection with the provision of such services; and Website the website that you are currently using, [www.acsdance.uk](http://www.acsdance.uk), and any sub-domains of this site unless expressly excluded by their own terms and conditions. schedules or appendices of this privacy policy;

C.: a reference to a person includes firms, companies, government entities, trusts and partnerships;

D.: "including" is understood to mean "including without limitation";

E.: reference to any statutory provision includes any modification or amendment of it;

F.: the headings and sub-headings do not form part of this privacy policy.

### **Scope of this privacy policy**

3. This privacy policy applies only to the actions of ACS Dance Centre and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

4. For purposes of the applicable Data Protection Laws, ACS Dance Centre is the "data controller". This means that ACS Dance Centre determines the purposes for which, and the manner in which, your Data is processed.

## Data collected

5. We may collect the following Data, which includes personal Data, from you:

- a. name;
- b. date of birth;
- c. gender;
- d. contact Information such as email addresses and telephone numbers;
- e. ethnicity .in each case, in accordance with this privacy policy.

## How we collect Data

6. We collect Data in the following ways:

- a. data is given to us by you in person, by phone, email, social media messaging or via our website; and
- b. data is collected automatically. Data that is given to us by you.

7. ACS Dance Centre will collect your Data in a number of ways, for example:

- a. when you contact us through the Website, by telephone, post, e-mail or through any other means;
- b. when you use our services; in each case, in accordance with this privacy policy. Data that is collected automatically

8. To the extent that you access the Website, we will collect your Data automatically, for example:

- a. we automatically collect some information about your visit to the Website. This information helps us to make improvements to Website content and navigation, and includes your IP address, the date, times and frequency with which you access the Website and the way you use and interact with its content. Our use of Data

9. Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:

- a. internal record keeping; in each case, in accordance with this privacy policy.

10. We may use your Data for the above purposes if we deem it necessary to do so for our legitimate interests. If you are not satisfied with this, you have the right to object in certain circumstances (see the section headed "Your rights" below). Who we share Data with

11. We may share your Data with the following groups of people for the following reasons:

- a. our employees, agents and/or professional advisors - In order for us to provide the personal training service you require. in each case, in accordance with this privacy policy. Keeping Data secure

b.The ISTD for examination purposes in order to enter you for an exam when a pin number and record needs to be generated

12.We will use technical and organisational measures to safeguard your Data, for example:

a.access to your account is controlled by a password.

b.we store your Data on secure servers.

13.Technical and organisational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorised access to your Data, please let us know immediately by contacting us via this e-mail address:  
[admin@acsdance.uk](mailto:admin@acsdance.uk)

14.If you want detailed information from Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses and many other online problems, please visit [www.getsafeonline.org](http://www.getsafeonline.org). Get Safe Online is supported by HM Government and leading businesses.

## **Data retention**

15.Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy or until you request that the Data be deleted.

16.Even if we delete your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

## **Your rights**

17.You have the following rights in relation to your Data:

a.Right to access - the right to request (i) copies of the information we hold about you at any time, or (ii) that we modify, update or delete such information. If we provide you with access to the information we hold about you, we will not charge you for this, unless your request is "manifestly unfounded or excessive." Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will tell you the reasons why.

b.Right to correct - the right to have your Data rectified if it is inaccurate or incomplete.

c.Right to erase - the right to request that we delete or remove your Data from our systems.

d.Right to restrict our use of your Data - the right to "block" us from using your Data or limit the way in which we can use it.

e.Right to data portability - the right to request that we move, copy or transfer your Data.

f.Right to object - the right to object to our use of your Data including where we use it for our legitimate interests.

18.To make enquiries, exercise any of your rights set out above, or withdraw your consent to the processing of your Data (where consent is our legal basis for processing your Data), please contact us via this e-mail address: [admin@acsdance.uk](mailto:admin@acsdance.uk)

19.If you are not satisfied with the way a complaint you make in relation to your Data is handled by us, you may be able to refer your complaint to the relevant data protection authority. For the UK, this is the Information Commissioner's Office (ICO). The ICO's contact details can be found on their website at <https://ico.org.uk/>.

20.It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.

### **Links to other websites**

21.This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them. Changes of business ownership and control

a.ACS Dance Centre may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of ACS Dance Centre. Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the Data for the purposes for which it was originally supplied to us.

22.We may also disclose Data to a prospective new director of the Charity or any part of it.

23.In the above instances, we will take steps with the aim of ensuring your privacy is protected.

### **General**

24.You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.

25.If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to

the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.

26. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.

27. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts. Changes to this privacy policy

28. ACS Dance Centre reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.

You may contact ACS Dance Centre by email at [admin@acsdance.uk](mailto:admin@acsdance.uk)

## **Marketing**

We would like to send you information about other ACS Dance Classes products and services, which we believe may be of interest to you. If you have consented to receive our marketing, you may opt out at a later date.

You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted, you can unsubscribe by emailing us at anytime.

## **Accessing and Amending your Personal Information**

You have a right to access a copy of the information which we hold about you. If you would like to do this, please email or write to us at the following address.

## **What are cookies?**

Cookies are small text files placed on your computer by us or our partners. They let us identify the device you're using – but not you personally. This information is sent back to our systems as you move around our website.

Cookies are unique to the web browser you're using – so if you're using a desktop computer as well as a mobile, different data will be collected for each.

Cookies can be set by the owner of the website you're on. These are known as 1st Party Cookies. There are also 3rd Party Cookies that can be set by partner websites. Only the owner of the cookie can see the anonymous information it collects.

You can choose to accept all cookies, reject 3rd Party Cookies or reject all cookies by changing your internet browser settings. If you don't accept cookies, some features of our website won't work.

### **How we use cookies**

When you're researching something on our website, we need to use cookies to keep track of what you're looking at as you move through each stage of the booking in process.

### **Improving your experience**

We may use cookies and software programmes to record, measure and analyse how our customers use our website. We use this information to understand what you want from our website.

### **Refusing cookies and changing your mind after you've accepted.**

#### Refusing cookies

You can change your browser settings to accept or refuse all cookies, choose which cookies you want or don't want, or ask to be notified when a cookie is set. Use the help feature in your browser to see how.

#### Changing your mind after you've accepted our cookies

If you change your mind after you've accepted our cookies, you'll find an option within your internet browser to clear cookies that have already been set. Use the help feature in your browser to see how. You'll then need to change your browser settings to refuse cookies in future.

### **Changes to our Privacy Policy**

Our privacy policy is regularly reviewed. Following any changes, the new version of the policy will be uploaded to the websites and the old versions removed. Please check back frequently to see any updates.

### **Have a question?**

All other questions on our use of your personal data should be directed as follows: