

PRIVACY NOTICE for Dancers, Parents/Carers, Alumni & Newsletter subscribers

WHO WE ARE

We are English Youth Ballet (“**EYB**”, “**we**”, “**us**”). We are the data controller for the purposes of the UK General Data Protection Regulation and the Data Protection Act 2018. Our registered address is **Appledowne, The Hillside, Orpington, Kent, BR6 7SD**. This privacy notice is intended for the use of dancers, their parents/carers/guardians, EYB alumni and newsletter subscribers.

WHAT THIS POLICY IS FOR

This policy is intended to provide information about how the EYB will use (or "process") personal data about individuals including: its current, past and prospective dancers; and their parents, carers or guardians (referred to in this policy as "**parents**") and newsletter subscribers. This information is provided in accordance with the rights of individuals under Data Protection Law to understand how their data is used. You are encouraged to read this Privacy Notice and understand EYB's obligations.

RESPONSIBILITY FOR DATA PROTECTION

EYB has appointed **Ben Garner – EYB Marketing Manager** as its Data Protection Lead who will deal with all your requests and enquiries concerning the EYB's use of your personal data (see section on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law. Ben Garner can be contacted via email at bengarner@englishyouthballet.co.uk

WHY THE EYB NEEDS TO PROCESS PERSONAL DATA

In order to carry out its ordinary duties to dancers and parents, EYB may process a wide range of personal data about individuals (including current, past and prospective dancers or parents) as part of its daily operation. Some of this activity EYB will need to carry out in order to fulfil its legal rights, duties or obligations – including those under a contract with parents of its dancers.

We collect and use parent and dancer information, for the following purposes:

- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us
- maintaining relationships (with opt-in consent) with alumni and the community
- for EYB related marketing and fundraising activity
- to safeguard dancers' welfare and provide appropriate pastoral (and where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests to do so: for example, for medical advice, for social protection, safeguarding, and cooperation with police or social services,

TYPES OF PERSONAL DATA PROCESSED BY EYB

This will include by way of example:

- names, addresses, telephone numbers, e-mail addresses,
- information about an individuals' health
- images of dancers (and occasionally other individuals) engaging in EYB activities
- opt-in or consent data
- financial data (contained in EYB bank statements)

HOW EYB COLLECTS DATA

Generally, EYB receives personal data from the individual directly (including, in the case of dancers, from their parents). This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).

Whilst the majority of dancer information you provide to us is mandatory, some of it requested on a voluntary basis. To comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Financial data is held by the Natwest Bank on EYB's bank statements. EYB complies with the requirements of the PCI Data Security Standard (PCI DSS). EYB staff with access to the bank account are aware of and comply with the most up to date PCI DSS requirements.

WHO HAS ACCESS TO PERSONAL DATA AND WHO EYB SHARES IT WITH

We do not share information about our dancers, their families or our newsletter subscribers with anyone without consent unless the law and our policies allow us to do so.

For the most part, personal data collected by EYB will remain within EYB, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis).

ACCESS TO SENSITIVE DATA

Particularly strict rules of access apply in the context of "special category" data, most notably

- medical and health data
- safeguarding data

EYB needs to process medical and health data to comply with statutory duties and to keep dancers and others safe, but EYB will ensure only authorised staff can access information on a need-to-know basis.

EYB is under duties imposed by law and statutory guidance (including [Keeping Children Safe in Education](#) or [KCSIE](#) to record or report incidents and concerns that arise or are reported to it, in some cases. For further information about this, please view the EYB's Safeguarding Policy.

HOW LONG WE KEEP PERSONAL DATA

EYB will retain personal data securely until the dancer reaches the age of 18 (the maximum age to participate with EYB).

However, incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements.

EYB will retain contact details of newsletter subscribers until informed that they no longer wish to be contacted.

KEEPING IN TOUCH AND SUPPORTING EYB

If opt-in consent is granted –

- EYB will use the contact details of parents, alumni and other members of the EYB community to keep them updated about the activities of EYB.
- EYB may use email contact details to provide information about EYB performances, auditions, newsletters, events of interest and fundraising or alumni and parent events of interest, including by sending updates and newsletters, by email or post.
- EYB may contact parents, alumni and newsletter subscribers by post and email in order to promote and raise funds for EYB and, where appropriate, other worthy causes.

Should you wish to limit or object to any such use, or would like further information please contact Ben Garner bengarner@englishyouthballet.co.uk in writing. You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising.

YOUR RIGHTS

Under data protection legislation, parents and dancers have the right to request access to information about them that we hold. You also have the right:

- to ask us for access to information about you that we hold;
- to have your personal data rectified, if it is inaccurate or incomplete;
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing);

Any individual wishing to access or amend their personal data, or who has some other objection to how their personal data is used, should put their request in writing to Ben Garner, bengarner@englishyouthballet.co.uk

EYB will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits (which is one month in the case of requests for access to information unless the request is particularly complex in nature).

DATA ACCURACY AND SECURITY

EYB will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must please notify englishyouthballet@gmail.com of any changes to information held about them.

QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to Ben Garner on bengarner@englishyouthballet.co.uk

If an individual believes that EYB has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should notify Ben Garner. EYB can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the EYB before involving the regulator.