Gracie Grooves Dance Studio Privacy Policy

25th May 2018

Your privacy is important to us and we want you to know we look after all your data with respect. We will only collect and use information in ways that are useful to you and in a manner consistent with your rights and our obligations under the law. This policy explains why and how we keep some of your personal information, the conditions under which we may disclose it to others and how we keep it secure.

How Do We Collect & Store Your Data?

* Information is collected on the registration form you complete
* Information is gathered from the details you provided during your initial enquiry with us by telephone or email
* Your details are transferred onto our database system
* Paper files are stored securely in our office

What Type Of Information Is Collected?

* Your name, childs name, childs date of birth, address, telephone number and email address
* Information about any medical conditions

How Is It Used?

* Process uniform orders
* Invoicing and payment records
* Keep you informed of news and events
* Place your child in the correct class for their age
* Notify you of changes to any of our classes

Who Has Access To This Information?

We do not sell or rent your information to third parties. You will only receive information from Gracie Grooves Dance Studio. We do however have a third party service provider for our website, WIX and our registration forms, Google Forms. Both companies are GDPR compliant and secure.

How Long Do We Keep Your Data?

* Your data will be processed, stored and disposed of in accordance with the principles of the Data Protection Act
* We will keep your data on record for as long as you child is a member of Gracie Grooves Dance Studio.

Your Choices

I you do not want us to use your personal information for marketing purposes you may opt out at any time by emailing us at [grace.meeking@sky.com](mailto:grace.meeking@sky.com)

How Can You Access and Update Your Information?

It is important to use that your information is accurate and up to date. Please email us at [grace.meeking@sky.com](mailto:grace.meeking@sky.com) with any changes. You can also request a copy of the information we hold at anytime via the same email address.