



Nova School of Dance Data Protection Policy

Nova School of Dance are aware of the introduction of the Government Data Protection Act (GDPA) and are keen for you to trust our keeping of your private information.

At Nova School of Dance, we require you to fill out registration forms containing personal information. Please read below to ensure you understand to how we will collect, store, and use your information.

- Registration forms will be stored in a folder and kept in a safe, secure place. If you change your information or believe that any of the data we hold about you is inaccurate or out of date, please contact us.
- Teachers will be given a register containing full names, D.O.B and emergency contacts. They will ensure its safekeeping whilst it is in their possession.
- Nova School of Dance school will be able to contact you via email, phone, or post. Communications may involve:
 - Liaising with you about classes, events, performances.
 - CPD and general support.
 - Bookings and clothing orders
 - Seeking your views on the services we provide
 - To send notifications regarding any changes to our services
 - To send communications which you have requested, or that may be of interest to you.

- Nova School of Dance will not share any information with third parties unless required by law, with exemptions of:

It will be necessary if a pupil has been given parental consent to take part in a dance exam, for their name and D.O.B. is to be given to the ISTD for participation.

It will be necessary if a pupil has been given parental consent to take part in a performance with Nova School of Dance, for their name, address and D.O.B. to be shared with East Sussex County Council for performance licensing purposes.

- At Nova School of Dance any photos or videos that are shared for advertising, will be with permission given on the registration form and names shall not be shared without parent's permission.
- If and when a child leaves the dance school their registration form will be destroyed, and no personal information will be saved or shared. If you have required a refund from Nova School of Dance, we may store bank details in order to keep copies of these transactions. We will only ever obtain data from you with your given your consent. After departure, Nova may keep any class, event, workshop, or performance footage (including images) for the use of our Website, marketing or social media, unless media consent has not been given by you.