

## Drakes Broughton Dance Club - Dancing For Fun



### Drakes Broughton Dance Club

#### INTRODUCTION / DATA PROTECTION / SOCIAL MEDIA

Drakes Broughton Dance Club (DBDC) is committed to protecting you and your dependents' personal information. We will provide a safe environment for all our users, employees, casual and freelance workers and everybody who comes into contact with us, both physically and virtually (online). This Privacy Statement relates to the use of any personal information provided to us online or via application forms, telephone, email exchange, letters or correspondence.

Whenever you provide such information, we are legally obliged to use your information in line with current legislation concerning the protection of personal information, including the Data Protection Act 1998 and the General Data Protection Regulations.

#### DATA PROTECTION.

The legislation sets out various data protection principles. These include that personal information is:

- ★ Used fairly and lawfully
- ★ Used for limited, specifically stated purposes
- ★ Used in a way that is adequate, relevant and not excessive
- ★ Accurate
- ★ Kept for no longer than is absolutely necessary
- ★ Kept safe and secure
- ★ Not transferred outside the European economic area without adequate protection
- ★

The legislation requires that there is a clear legal basis for processing personal information and in order to do this the DBDC rely on the individual's consent in order to process their data.

When you participate in or sign up to any DBDC class, activity or workshop, we may collect and store personal information about you. This can consist of information such as your name, email address, postal address, telephone or mobile number and date of birth, depending on how you are engaging with us. By submitting your details, you enable us to provide you with the products or services that you have selected.

When taking pictures of students in class or filming performances, DBDC will ask for parental permission. DBDC may use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

DBDC does NOT share your personal information with third parties. We do NOT sell your data.

#### LEGAL OBLIGATION

- ★ We may disclose your information to governmental agencies or entities, regulatory authorities, or other persons in line with any applicable law, regulations, court order or official request.

- ★ The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

## **Social Media Policy**

Use of Facebook, Twitter, Instagram, blogging, and other online social-media outlets is commonplace. This policy is intended to provide DBDC attendees, parents and teachers with guidelines to eliminate any confusion concerning the use of social media. It includes but is not limited to:

Twitter  
Facebook  
LinkedIn  
Instagram  
Snapchat  
Pinterest  
Blogging platforms  
YouTube

1. You do not have permission to post or share information of a personal nature about any member of staff, students, volunteers or their families; including but not limited to sharing full names and ages
2. Never share information that compromises DBDC and could bring the company into disrepute
3. Never post pictures or videos of other students without consent from the student's parents. It is preferred that you only post photos of your own child
4. Videos recorded during rehearsal periods are strictly for personal use and are not to be shared online
5. Do not share information, post footage or photos that could damage the self-esteem of any person connected to the DBDC
6. Never give the impression that they are talking as an official representative or on behalf of DBDC

## PHYSICAL PLACEMENT

By accepting enrolment in the club, Parents/Guardians acknowledge and accept that dance instruction often involves physical placement by the teacher to help the dancer develop their style or technique.

## Joining DBDC

A registration form must be completed and signed by at least one parent.

Any medical conditions must be disclosed upon registration and thereafter

It is important that any learning difficulties are disclosed in order for us to provide support and nurture the student.

## Liabilities

DBDC do not accept any liability for loss, damage or injury arising from error or omissions on the registration form completed by you or the person in charge of your child at the time of enrolment.

DBDC do not accept death or personal injury to any child attending class, with the exception of such injury being caused by negligence or default of any member of our staff or any other default on our part.

DBDC do not accept any responsibility for any loss or damage to personal property.

DBDC are only responsible for student while they are participating in their class this includes the reception area  
DBDC hold public liability insurance.

