

Privacy Notice

This document explains how Essential Dance obtain, holds, uses and discloses information about people, the steps we take to ensure that it is protected, and also describes the rights individuals have in regard to the personal data handled by us.

Essential Dance takes its responsibilities under the Data Protection (Jersey) Law 2018 and the Data Protection Authority (Jersey) Law 2018 very seriously and takes great care to ensure that personal data is handled appropriately in order to secure and maintain individuals' trust and confidence in the service.

Whose information do we collect?

In order to carry out and deliver our classes ESSENTIAL DANCE may obtain and use personal data that has been gathered from a range of people and sources. This may include:

- Staff & volunteers
- Suppliers with whom ESSENTIAL DANCE does business or has a contract with
- Correspondents and enquirers
- Dancers, their parents, carers or guardians
- Other visiting professionals, teachers or coaches working with our dancers

What information do we collect about you and why?

ESSENTIAL DANCE handles a wide range of personal data which may identify a person directly or indirectly. This may include but is not limited to:

- Personal details such as name, address, race, ethnicity, religion and biographical

details

- Family Details and contacts
- Education and Training details
- Employment
- Medical background

ESSENTIAL DANCE will only use the minimum personal data necessary to fulfil a particular purpose or purposes.

We collect this information to allow us to carry out the functions of our role in providing dance classes and coaching to children, young people and adults.

What is the legal basis for processing your personal data?

ESSENTIAL DANCE only gathers and uses personal information that you have agreed for us to use. To enable us to do this we will seek your clear and explicit consent when you enrol and will seek further permission for anything outside of what is agreed at that point.

Any transfers to third countries and the safeguards in place

It is not envisaged that personal data will be transferred outside of the EU.

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Security of your information

ESSENTIAL DANCE understands that your personal information is important and often sensitive. All information is held on our secure electronic case management system. We try to work without paper records but where we have them they are stored securely on our premises.

How long will your information be held?

ESSENTIAL DANCE will retain your personal data for no longer than is necessary to meet the purposes for which it has been collected.

Depending on why we are working together and the nature of the information we have gathered this period of time may vary.

What are your rights?

You have a right to access your personal information at any time. You may object to the processing of your personal information and may ask us to correct or remove any inaccuracies, restrict how we use it or bring the information up to date.

Any requests or objections should be made in writing to:

Essential Dance
Flat 1, 12 Elizabeth Place
St Helier
JE2 3PN

Email: info@essentialdance.co.uk

How to make a complaint

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact us using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information

Commissioner who can be contacted at:

Office of the Information Commissioner
Brunel House
Old Street
St Helier
Jersey
JE2 3RG

Telephone: 01534 716530

Email: enquiries@dataci.org

Web: www.dataci.je

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