



Privacy Policy

This privacy policy informs you of how and why we process personal data. Plymouth Ballet School is committed to protecting personal data and being open about how we use it. Plymouth Ballet School is registered with the Information Commissioner's Office in the UK for the processing of personal data. The current registration number for Plymouth Ballet School is ZB186983.

How do we collect information from you?

- Complete an online enquiry/trial/registration form (including the use of 'Class Manager')
- When you email Plymouth Ballet Schools
- Speak to us by phone or in person
- Make a payment (online)

What type of information is collected from you?

Parent/Customer information

- Name
- Address
- Email
- Telephone

Student information

- Name
- Address
- Date of birth
- Medical information
- Photography and film consent
- Emergency contact information
- Any data relating to a safeguarding concern
- Email/Phone (for Adult students)

How is your information used?

- To process your registration and ensure you receive information related to Plymouth Ballet School
- To help us allocate you/your child to the most appropriate class
- Deal with entries for an examinations
- Create and send invoices
- Share information with the police/emergency services, where there are safeguarding concerns or in an emergency situation

- Seek your views or comments on the services we provide
- Notify you of changes or confirmation of our services
- Handle an enquiry or complaint you have made
- Contact your nominated contact in an emergency situation
- Treat you in an emergency first aid situation
- Ensure that relevant discount is applied to your account
- Create registers to share with teachers/assistants
- Register you for a performance/event

This information is gathered solely for the purposes of running our dance school. We believe that we use personal data in ways that would be reasonably expected of us and we will always store data as securely as possible. We delete these records after the student ceases dance lessons with us at Plymouth Ballet School. You have the right to access your personal data as well as the right to change it if you feel that it is inaccurate.

Should there be queries about this policy, please contact the Principal, Marina Molero Maltby by emailing: info@plymouthballetschool.co.uk.

We are committed to reviewing our policy and good practice.
This policy was reviewed in August 2022.