

Privacy Policy- Ascenda Dance Academy

- We do not disclose or sell personal data to third parties.
- We do not disclose personal data to other members of the Academy and their families.
- Ascenda Dance Academy collects data from contact booking forms, registration forms filled out and submitted by the customer.
- The Academy uses contact numbers and emails for updates, whole school and individual communication, invoices and general information.
- Emergency Parent contact numbers are given to teachers termly for the sole use of emergency contact only.
- Personal data is stored in a locked password encrypted email database
- Information we may collect from you include;
- Name, DOB, Gender of student, Home address, Email address, Contact numbers, health or disability information, Emergency contact name, number and relation to you, Photograph consent, any data relating to a safeguarding concern.
- This information may be used for; processing registration, entering for exams/festivals/competitions, to create and send invoices, share with emergency services in event of an emergency or safeguarding concern, communicate news and information of the studio, create registers and share with Ascenda Dance Academy teachers.
- Requests to access or update any personal information held by Ascenda Dance Academy should be sent to the principal via email at info@ascendadanceacademy.co.uk.
- Hard copy information is destroyed via secure information shredding service.
- When you leave the school all data is held as long as necessary to fulfil the purpose of complying with any legal, accounting or reporting requirements then is deleted.