



Integr8 Dance

Privacy Policy

Taking care of your information

At Integr8 Dance taking care of the information you provide to us is extremely important. We are committed to protecting your personal information and being transparent about what information we hold about you. This privacy policy sets out how we collect, use and store your personal information. We use your information in accordance with all applicable laws concerning the protection of personal information (which includes, from 25th May 2018, the General Data Protection Regulation and all related data protection legislation having effect in the United Kingdom).

This policy explains:

- Who Integr8 Dance is
- What information we collect about you
- How we use the information
- Marketing Communications
- Third Parties
- Cookies
- How we keep your information safe
- How long we keep your information
- Changes made to the Policy



Please read this policy carefully; by providing us with your personal information, you consent to the collection and use of the information you provide in accordance with this policy. Occasionally, we may make changes to this policy so do remember to check back from time to time.

Who we are

Integr8 Dance believes in inspiring the next generation of young dancers!

Integr8 Dance is the fastest growing dance company in the South. Integr8 started in reaction to the high growing demand for quality dance services in the UK. We work with all sections of society, from young to old and focus on the benefits of dance for all people, such as confidence, getting fit and bridging communities

We have developed an exciting and professional schools programme which allows children to experience and learn real street dance. This covers PPA time, PE Curriculum, After school clubs and specialist workshops. Integr8 also runs our own street dance school, dance parties and contract work for councils, businesses and youth organisations.

What information we collect about you

- Childs Name
- Parents Name
- Email Address
- Contact Details (Parents details and emergency contacts x2)
- Date of Birth
- Gender



- Address & Postcode
- If a child is allowed to leave unaccompanied
- Photo/Video Permission
- Medical Information
- Permission to advertise workshops, classes and events

How we use your information

Integr8 Dance processes personal information about you for the following purposes where we have a legitimate interest to do so:

- To provide updates on our classes, timetables, workshops and events where you have agreed to receive this information.
- Responding to questions, feedback and requests for information or support.
- For administrative purposes, for example to contact you with a query about membership, registration or invoicing
- For our teachers to have contact information during the time students are in our care
- To keep record of class attendance
- To carry out due diligence on potential or actual members in accordance with our internal policies
- To meet our code of conduct and ensure students are supported and safe during dance and cheer classes
- Responding to complaints and/ or grievances



Marketing Communications

We aim to communicate with you about the work we do in ways that you find relevant, timely and respectful. To do this we use data that we have stored about you, such as what events you have booked for in the past, as well as any preferences you may have told us about. We use our legitimate organisational interest as the legal bases for communications by telephone and email.

In the case of marketing emails, we will give you an opportunity to opt out of receiving them the first time you create your account with us. If you do not opt out, we will provide you with an option to unsubscribe in every email that we send you, or you can alternatively use the contact details at the end of this policy.

Third Parties

There are certain circumstances which we may disclose your personal information to third parties. These are as follows:

- To our own service providers (Membermeister & GoCardless) who process data on our behalf and on our instructions. In these cases we require that these third parties comply strictly with our instructions and with Data Protection Laws. Please find the links to their policies below:

<https://gocardless.com/legal/privacy>

<https://integr8.membermeister.com/privacy>

- We are under a duty to disclose your personal information in order to compete with any regulatory or legal obligation (for example to government bodies and law enforcement agencies). Where it is necessary to share your personal information, we will limit the personal data that we share to the minimum required to provide the service and the provider will only be able to use personal data for the specific purposes for which it was shared.



Cookies

Cookies are small text files that are automatically placed onto your device by some websites that you visit. They are widely used to allow a website to function (for example to keep track of your basket) as well to provide website operators with information on how the site is being used. We use cookies to keep track of your basket as well as to identify how the website is being used and what improvements we can make.

How we keep your information safe

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know, this will include our office manager, teachers and directors. Those processing your personal information will do so only in an authorised manner and are subject to a duty of confidentiality.

We will always store your digital information on secure servers. Unfortunately, however, the transmission of information via the internet is not completely secure. Although we will do our best to protect your information, we cannot guarantee the security of your information transmitted to our website or otherwise to our servers (such as by email). Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We do also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.



How long we keep your information

Customer and participant information is generally stored for no more than 3 years. If we have a legitimate organisational interest in holding such data for a longer period of time (for example has an alumni value to us) then we will do so, however no data is kept for any longer than is reasonably necessary and always subject to the principle of data minimisation.

If there are any aspects of your record that are inaccurate or that you would like to remove please use the contact details at the end of this policy. Any objections you make to any processing of your data will be stored against your record on our system so that we can comply with your requests.

Changes to this policy

This information was last updated in May 2018. From time to time, we may make changes to the information on this page so you may wish to check back from time to time. The amended information will apply from the date it is posted on the site and will govern the way in which we collect and use personal information from then on.

If you have any questions on this policy, please contact our our team through info@integr8dance.com or call our office on 01962 808398.

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