

PRIVACY POLICY

Carrington Ballet Academy is committed to protecting and respecting your privacy and your personal data. This policy explains when and why we collect personal information about people who visit our website / booking system, how we use it, the conditions under which we may disclose it to others and how we keep it secure. We may change this policy from time to time. By using our website / booking system, you are agreeing to be bound by this policy.

Any questions regarding this policy and our privacy practices should be sent by email to carringtonballetacademy@outlook.com or in writing to Carrington Ballet Academy, Glenairlie, Glenmore Road, OBAN PA34 4NB.

All personal data provided by you through our website will be held by Carrington Ballet Academy in accordance with the requirements of the UK GDPR, General Data Protection Act 2018 and the Privacy and Electronic Communications Regulations 2003.

HOW DO WE COLLECT INFORMATION FROM YOU?

We obtain information about you when you use our website / booking system to enquire about or enrol in our services, for example:

- if you register to attend a free first class via booking system
- if you register to attend a full term via booking system
- if you make an enquiry via our enquiry form on our contact page

WHAT TYPE OF INFORMATION IS COLLECTED FROM YOU?

The personal information we collect might include your name, address, email address, your child's name and date of birth, your IP address, and information regarding what pages are accessed and when held by us.

HOW IS YOUR INFORMATION USED?

We may use your information to:

- process your child's enrollment, that you have requested;
- carry out our obligations arising from any contracts entered into by you and us;
- seek your views or comments on the services we provide;
- notify you of changes to our services;

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— keeping you informed of useful information about Carrington Ballet Academy events, activities, campaigns, appeals, fundraising;.

Your data will be removed from the Carrington Ballet Academy Database, 12 months after your child has stopped attending our classes.

YOUR CHOICES:

You have a choice about whether or not you wish to receive information from us. If you opt in to receive news and marketing communications from us about our exciting services (e.g. when you join your child into our Classes) and you subsequently decide you no longer wish to receive our marketing communications, you will have the opportunity to opt out, at any time, from all or options that you feel are no longer relevant to you. To opt out of receiving marketing communications or news you must do so by email to carringtonballetacademy@outlook.com If you have opted in to receive communications from us, we will retain your data on our systems on the basis of consent until you notify us that you wish to opt out from all or any of the various types of communications.

We will not contact you for marketing purposes by email, phone or text messages unless you have given your prior consent. You can change your marketing preferences at any time by contacting us by email: carringtonballetacademy@outlook.com or post to Glenairlie, Glenmore Road, OBAN PA34 4NB. Alternatively, you can telephone 07773948906

YOUR RIGHTS

We have summarised the rights that you have under data protection law. Some of the rights are complex, and not all of the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.

THE RIGHT TO ACCESS:

You have the right to ask for a copy of the information Carrington Ballet Academy holds about you (a subject access request), free of charge. If more detailed copies are required, for example specifically knowing what classes your child has attended and when, this may incur an administration fee which will be discussed prior to carrying out the searches.

THE RIGHT TO RECTIFICATION:

The accuracy of your information is important to us. If you change your contact details, or any of the information we hold is inaccurate or out of date, please contact us directly. You can update your details by email carringtonballetacademy@outlook.com.

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THE RIGHT TO ERASURE:

In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include:

- the personal data is no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- you withdraw consent to consent-based processing;
- the processing is for direct marketing purposes;
- the personal data has been unlawfully processed.

However, there are certain general exclusions of the right to erasure. Those general exclusions include where processing is necessary:

- for exercising the right of freedom of expression and information;
- for compliance with a legal obligation;
- for the establishment, exercise or defence of legal claims.

THE RIGHT TO RESTRICT PROCESSING:

In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are:

- you contest the accuracy of the personal data;
- processing is unlawful, but you oppose erasure;
- we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims;
- you have objected to processing, pending the verification of that objection.

Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it:

- with your consent;
- for the establishment, exercise or defence of legal claims;
- for the protection of the rights of another natural or legal person;
- for reasons of important public interest.

THE RIGHT TO OBJECT TO PROCESSING:

You have the right to object to our processing of your personal data on grounds relating to your particular situation, but only to the extent that the legal basis for the processing is that the processing is necessary for:

- the performance of a task carried out in the public interest or in the exercise of any official authority vested in us;
- the purposes of the legitimate interests pursued by us or by a third party.

If you make such an objection, we will cease to process the personal information unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

PRIVACY POLICY (continued)

You have the right to object to our processing of your personal data for direct marketing purposes (including profiling for direct marketing purposes). If you make such an objection, we will cease to process your personal data for this purpose.

You have the right to object to our processing of your personal data for scientific or historical research purposes or statistical purposes on grounds relating to your particular situation, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

THE RIGHT TO DATA PORTABILITY:

To the extent that the legal basis for our processing of your personal data is consent, and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

THE RIGHT TO COMPLAIN TO A SUPERVISORY AUTHORITY:

If you consider that our processing of your personal information infringes data protection laws, you have a legal right to report any concerns to the ICO at <https://ico.org.uk/>

THE RIGHT TO WITHDRAW CONSENT:

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

You may exercise any of your rights in relation to your personal data by contacting us by email at carringtonballetacademy@outlook.com or in writing to Glenairlie, Glenmore Road, OBAN PA34 4NB.

WHO HAS ACCESS TO YOUR INFORMATION?

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

THIRD PARTY SERVICE PROVIDERS WORKING ON OUR BEHALF:

We do work with third party service providers who we receive data from in order to process your child's enrollment in our classes. We do receive data from Class4Kids who process our enrollment process and we have a contract in place that requires them to keep your information secure. Class4Kids have their own privacy policy which is available on their website. Please be reassured that we will not release your information to third parties beyond Carrington Ballet Academy for them to use for their own direct marketing purposes, unless you have requested us

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to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

SECURITY PRECAUTIONS IN PLACE TO PROTECT THE LOSS, MISUSE OR ALTERATION OF YOUR INFORMATION

When you give us personal information, we take steps to ensure that it is treated securely. Non-sensitive details (your email address, etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

LINKS TO OTHER WEBSITES

Our website may contain links to other websites run by other organisations. This Privacy Policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

16 OR UNDER

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

TRANSFERRING YOUR INFORMATION OUTSIDE OF EUROPE

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this policy. If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

PRIVACY POLICY (continued)

REVIEW OF THIS POLICY

We keep this policy under regular review, any concerns should be reported to the Principal at carringtonballetacademy@outlook.com by email or in writing to Carrington Ballet Academy, Glenairlie, Glenmore Road, OBAN PA34 4NB or reported to the ICO at <https://ico.org.uk/>

This policy is reviewed regularly.

Last reviewed 14th February 2023