

Dance Fusion UK

Privacy Policy for Children and Young People (Under 18s)

Dance Fusion UK - Privacy Policy for Children and Young People (Under 18s)

Dance Fusion UK is committed to safeguarding the personal data of all participants, especially children and young people under the age of 18. This Privacy Policy outlines how we collect, store, use, and protect the personal data of young participants and their parents/guardians.

1. Legal Basis and Commitment

This policy is written in accordance with:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018
- Guidance from the Information Commissioner's Office (ICO)

Dance Fusion UK is the Data Controller for the personal information provided during registration and participation in our classes and events.

2. What Information We Collect

We collect the following information about children and their parents/guardians:

- Child's full name and date of birth
- Parent/guardian name, email, and phone number
- Home address
- Emergency contact details
- Medical conditions, allergies, or additional needs
- Attendance and participation records

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- Consent responses (e.g. media, first aid, walking home)
- Any safeguarding records (only if necessary)

3. Why We Collect This Information

We collect this data to:

- Manage class registration and attendance
- Ensure the safety and wellbeing of all participants
- Contact parents/guardians in case of emergency
- Provide appropriate care and instruction
- Comply with legal obligations regarding safeguarding and insurance
- Promote Dance Fusion UK (only with media consent)

4. How Data Is Stored and Protected

- All data is stored securely in password-protected systems and/or locked storage.
- Access is restricted to authorised staff who require the information to carry out their role.
- We do not store data for longer than necessary.

5. Sharing Personal Information

- We will never sell or share your data for marketing purposes.
- We may share information with emergency services or safeguarding authorities if required to protect a child.
- Any third-party processors (e.g. booking systems) comply with data protection laws.

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6. Media and Image Consent

- We will only use photos or videos of children for promotional purposes with written consent from a parent or guardian.
- Children's names will never be published alongside images.

7. Your Rights as a Parent/Guardian

You have the right to:

- Request access to your child's data
- Request corrections or deletions
- Withdraw consent at any time (including for media use)
- Lodge a complaint with the ICO if you believe data has been misused

8. Retention Periods

- Registration and contact data: Retained for 2 years after participation ends.
- Safeguarding records: Retained according to statutory requirements (usually until the child is 25).

9. Contact Details

For any questions, requests, or complaints regarding data privacy, contact:

Data Controller: Martha Saxelby-Newall

Email: dancefusionsheffield@gmail.com

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Review Date: April 2025

Next Review Due: April 2026