

## Overview

This privacy notice explains how Oris Dance processes any personal data we collect from you, or that you provide to us. It applies to information we collect about:

1. Website visitors;
2. People who contact us: a) by completing our website enquiry form; b) by calling the number stated on our website; c) by emailing [info@orisdance.co.uk](mailto:info@orisdance.co.uk); d) via social media;
3. Individuals who register with us and/or join a class;
4. Members who subscribe to our newsletter and updates.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. Please read the following carefully to understand our views and practices regarding your personal data.

### 1. Website Visitors

When someone visits [www.orisdance.co.uk](http://www.orisdance.co.uk) we may use a third party service, Google Analytics or 1and1 website builder, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which **does not identify anyone**. We do not make, and do not allow third parties to make, any attempt to find out the identities of those visiting our website. However, should we ever want to collect such personal information, we will clearly state our intentions.

**Security and performance** - Oris Dance uses a third party service (1and1 website builder) to help maintain the security and performance of our website. To deliver this service it may process the IP addresses of visitors to [www.orisdance.co.uk](http://www.orisdance.co.uk).

**Use of cookies by Oris Dance** - Our site does not currently use cookies. We will make it clear should we ever begin using cookies.

### 2. People who Contact Us

a) By completing our website enquiry form - If you complete our website enquiry form we may contact you using the details you submit to contact you in relation to your enquiry. We will not retain any personal information provided to us via Oris Dance's enquiry form long term.

b) By calling the number stated on our website - Should you call or send a text message to Oris Dance, your number will automatically be recorded on our phone. Any additional information provided in the form of a text message or voicemail message will also temporarily be recorded so that we may return your call/text and respond to your enquiry.

We will not retain any personal information provided to us via Oris Dance's phone long term.

c) By emailing [info@orisdance.co.uk](mailto:info@orisdance.co.uk) - We use GoogleMail to receive and send emails. If you email us, GoogleMail will automatically store any details you provide to us. Oris Dance is committed to email privacy best practice and ensures regular cleansing of our email folders and inbox, deleting any enquiries and associated email addresses at regular intervals. We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

d) Via social media - We have a Twitter page and two Facebook pages (one public and another closed/private for dancers/their parents). If you send us a private or direct message via Twitter or Facebook it will automatically be stored by these platforms. It will not be shared with any third parties.

Should you post to one of our social media feeds, your message/comment is NOT private and we cannot control who sees it.

### **3. Individuals who Register with us and/or Join a Class**

On attending a class, you will be asked to complete our registration form. We only collect information that is needed in order for Oris Dance to carry out best practice in terms of the teaching and safeguarding of our dancers; and specifically so that we can:

- Identify you/your child
- Place you/your child the best class for their age/ability
- Contact an appropriate person in the case of an emergency
- Be clear about who will collect a child from class
- Be aware of any medical conditions/learning disabilities/issues that may affect you/your child whilst in our care
- Send appropriate updates (via email) on our organisation and activities
- Understand your location for working with your relevant council for performance licences
- Keep a record of your consent to photograph your child
- Keep a record of your consent for us to contact you and store your details

### **4. Members who Subscribe to Receive our Newsletter and Updates**

We create our own newsletters, but use third parties to deliver newsletters and other updates, including GoogleMail and MailChimp. We may sometimes gather statistics around email opens and clicks using MailChimp to help us to monitor and improve our communications.

On registering with us, you will be asked to provide us with your consent, and an email address for sending communications on classes, events and announcements relating to our organisation and activities. You may opt out of receiving these updates at any time by writing to [info@orisdance.co.uk](mailto:info@orisdance.co.uk).

### **Position or Partnering Enquiries**

Should individuals contact us speculatively about working or volunteering with Oris Dance, we may keep a record of that correspondence for a reasonable amount of time following your enquiry. We may ask for additional information to assess your suitability.

### **Your Rights**

Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you.

### **Where We Store Your Personal Data**

The data that we collect from you may be transferred to and stored on our central, password protected hard drive. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do all we can to protect your personal data, we cannot guarantee the security of your data transmitted to our site or via social media; any transmission is at your own risk. Once we have received your information, we will use strict procedures to try to prevent unauthorised access.

## **Third Party**

Oris Dance sometimes needs to work third parties, specifically to arrange dance exam sessions and performances, including St Helens Council, the St Helens Theatre Royal, the Allied Dancing Association (ADA) and the International Dance Teacher's Association (IDTA). As part of ensuring GDPR compliance, Oris Dance will take appropriate and reasonable steps to ensure, insofar as we are able, that any third parties used by Oris Dance are GDPR compliant.

## **Complaints or queries**

Oris Dance aims to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

## **Lawful Basis**

The lawful basis upon which Oris Dance collects and processes the data referred to above is your consent and/or any applicable lawful basis, such as contract, so as to enable Oris Dance to respond to an enquiry submitted by you to us.

This privacy notice was drafted with brevity and clarity in mind. We are happy to provide any additional information or explanation needed. Any requests for this should be sent to [info@orisdance.co.uk](mailto:info@orisdance.co.uk).

You can read more about your rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>