



## **Bright Ballroom Privacy Notice**

### **Bright Ballroom – Small Self-Employed Dance Tuition Provider**

This Privacy Notice explains how Bright Ballroom collects, uses, stores, and protects personal data. Bright Ballroom is a small, self-employed dance school run by two Principals. We are committed to protecting the privacy and personal data of children, parents, and carers in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

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### **1. Who We Are**

Bright Ballroom provides dance tuition and related activities primarily for children and young people under the age of 18, and occasionally runs one-off classes or workshops for adults.

#### **Data Controllers:**

Amy Wright and Grace Bowyer (Principals)

Bright Ballroom

St Francis Hall, Greencourt Road, Petts Wood, Kent BR5 1QW

Telephone: 07306 822000

Email: [info@brightballroom.com](mailto:info@brightballroom.com)

Website: [www.brightballroom.com](http://www.brightballroom.com)

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### **2. What Personal Data We Collect**

We only collect personal data that is necessary to run classes safely and effectively for children, young people, and adult participants.

This may include:

- **Parent/carer details:** names, addresses, email addresses, telephone numbers
- **Child details:** name, date of birth, school attended
- **Medical information:** allergies, injuries, medical conditions or additional needs (where provided)
- **Payment information:** bank transfer details or payment records
- **Communications:** emails or messages relating to enquiries, attendance, or concerns
- **Digital information:** limited website or social media interaction data, where applicable





Medical and safeguarding information relating to children, and any relevant medical information provided by adult participants, is treated as **special category data** and handled with additional care.

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### 3. When We Collect Personal Data

We collect personal data when:

- A child is registered for classes
  - Parents or carers contact us with enquiries
  - Consent forms or policies are completed
  - Payments are made
  - We communicate with parents regarding classes, events, or safeguarding matters
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### 4. Lawful Bases for Processing

Under UK GDPR, we must have a lawful reason to use personal data. Bright Ballroom processes data on the following bases:

- **Performance of a contract:** to provide dance classes and related services
  - **Legal obligation:** to meet safeguarding, health and safety, and insurance requirements
  - **Vital interests:** to protect a child's health or wellbeing
  - **Consent:** for photography, video, marketing, or virtual examinations
  - **Legitimate interests:** to run the school safely and effectively, without overriding your rights
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### 5. How We Use Personal Data

We use personal data to:

- Register students and manage classes
- Communicate with parents and carers
- Maintain attendance, safeguarding, and medical records
- Process payments
- Comply with legal, safeguarding, and insurance obligations
- Submit examination entries or recordings where required by awarding bodies

We do **not sell personal data** and do not use it for third-party marketing.



## 6. Who We Share Data With

We only share personal data where necessary, including with:

- Examination boards or competition organisers
- Accountants or accounting software providers
- Payment processing services
- Cloud storage or email services used to run the school

All third parties are required to keep data secure and use it only for the intended purpose.

We may also share data with statutory agencies (e.g. Children's Social Care or the Police) where safeguarding concerns arise or where required by law.

Personal data is not transferred outside the UK unless appropriate safeguards are in place.

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## 7. How Long We Keep Data

Personal data is retained:

- While a child is enrolled at Bright Ballroom
- For a reasonable period afterwards to meet safeguarding, legal, or insurance requirements
- Until consent is withdrawn, where consent is the lawful basis

Images and recordings are deleted when no longer required or when consent is withdrawn.

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## 8. Data Security

We take appropriate technical and organisational measures to protect personal data. This includes:

- Password-protected devices
  - Secure storage of digital and paper records
  - Limiting access to the two Principals only
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## 9. Your Rights

Under UK GDPR, parents, carers, and adult participants have the right to:

- Be informed about how your data is used
- Access personal data we hold about you or your child
- Request correction of inaccurate data
- Request deletion or restriction of data (where applicable)
- Object to certain types of processing
- Withdraw consent at any time

Requests can be made using the contact details below. We aim to respond within one calendar month.

You also have the right to raise a concern with the Information Commissioner's Office (ICO).

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## 10. Contact

If you have any questions about this Privacy Notice or wish to exercise your rights, please contact:

Email: [info@brightballroom.com](mailto:info@brightballroom.com)

Telephone: 07306 822000

Post: Bright Ballroom, St Francis Hall, Greencourt Road, Petts Wood, Kent BR5 1QW

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## 11. Review

This Privacy Notice is reviewed annually or sooner if legislation or guidance changes.

**Last reviewed:** 30 January 2025

**Next review due:** January 2026

