

## **GDPR Documentation 2023**

Danceforce Performing Arts Academy

April 2023

As a data controller, we take our obligations under the UK General Data Protection Regulation (UK GDPR) seriously and are committed to protecting the privacy and security of personal data we collect and process. This privacy notice sets out the basis on which any personal data we collect from you or that you provide to us will be processed by us.

### 1. Data controller

The data controller is [Name of Company] (“we”, “us”, “our”) with registered office at [Address]. If you have any questions or concerns about our use of your personal data, please contact us using the contact details provided at the end of this notice.

### 2. Personal data we collect

We collect and process the following personal data:

- Name and contact details (including email address and phone number)
- Job title and employer
- Any other personal data you may provide to us in the course of our business relationship.

### 3. Purposes and legal basis for processing

We process your personal data for the following purposes:

- To communicate with you in relation to our products and services
- To provide you with information about our products and services that we believe may be of interest to you
- To carry out our obligations arising from any contracts entered into between you and us
- To comply with any legal obligations to which we are subject.

Our legal basis for processing your personal data is:

- Our legitimate interests in conducting our business and communicating with our customers and potential customers; or
- Where necessary, to comply with our legal obligations.

#### 4. Sharing your personal data

We may share your personal data with our affiliates, partners and service providers who process personal data on our behalf. We will only share your personal data with third parties where we have a legitimate interest or where required by law.

#### 5. International transfers

We may transfer your personal data to countries outside the European Economic Area (EEA) where necessary for the purposes of providing our products and services to you. Where we transfer personal data to a country outside the EEA, we will ensure that appropriate safeguards are in place to protect your personal data.

#### 6. Retention of personal data

We will only retain your personal data for as long as necessary to fulfill the purposes for which it was collected, including for the purposes of satisfying any legal, accounting or reporting requirements.

#### 7. Your rights

Under the UK GDPR, you have the following rights in relation to your personal data:

- The right to access your personal data
- The right to rectify any inaccurate or incomplete personal data
- The right to erasure of your personal data
- The right to restrict processing of your personal data
- The right to data portability
- The right to object to processing of your personal data
- Rights in relation to automated decision making and profiling.

If you wish to exercise any of these rights, please contact us using the contact details provided below.

#### 8. Complaints

If you have any complaints or concerns about our processing of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

#### 9. Contact us

If you have any questions or concerns about our processing of your personal data, please contact us at [contact details].

Sincerely,

Melissa Tweddle - Data Protection Officer

Owner and Principal, Danceforce Performing Arts Academy