



## **GDPR Policy**

**MACS Dance is committed to safeguarding the privacy and security of your personal data in accordance with the UK GDPR and Data Protection Act 2018. The following Policy sets out the personal data that we collect about the users of our products and services, including customers, students, and visitors. It also includes how and why we process your personal data, who we share it with, and the rights and choices you have over your personal data.**

### **The Government defines the following:**

The Data Protection Act 2018 controls how your personal information is used by organisations, businesses, or the government.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

Everyone responsible for using personal data has to follow strict rules called 'data protection principles.' They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

### **Information we hold:**

We hold the following personal data on our customers and students:

- Name
- Date of birth/age
- Gender
- Email address
- Phone number
- Home address
- Medical conditions/health/allergies
- Special educational needs information
- RAD ID numbers

### **Why we process your personal data:**

MACS Dance requires your personal data to establish a consistent and safe learning environment for its customers and students. Keeping your personal data stored allows us to adhere to safe practices within each class and offer a secure and protected setting for all our customers and students.

## **How we process your personal data:**

We collect your personal data when you:

- Complete an online or electronic registration form
- Email MACS Dance
- Speak to MACS Dance over the phone
- Visit MACS Dance website
- Make a booking
- Complete an online survey
- Apply for a job

In most cases your personal data will be collected on MACS Dance Website created with Wix when you fill out the registration form online. All data collected on the website is controlled by MACS Dance and Wix consider themselves to be a ‘possessor’ only.

For more information about how MACS Dance use your personal information when you visit MACS Dance website, please see the Website Privacy Policy.

‘Information Security and the protection of user and site visitor data is of the highest priority at Wix. The Wix Security team uses an Information Security Program based on international best practices, and it’s constantly evolving to address emerging threats. [They] also implement data encryption using HTTPS, TLS 1.2 and above, and SSL.’ Wix ‘maintain PCI DSS Level 1 certification, the highest Payment Card Industry Data Security Standard.’ For further information please visit [www.wix.com](http://www.wix.com)

MACS Dance stores your personal data on the DanceBiz/Thinksmart software program. Dancebiz works alongside Forfusion, a cyber security firm who specialize in online data security. We will be using the central email system provided by Dancebiz/ThinkSmart software so we can store and access your data in one place and track it accordingly.

Paper forms containing Personal data will be avoided. In any instance where this cannot be avoided all personal data will be shredded directly following the transference of your personal data onto the Dancebiz/Thinksmart software.

## **Who we share your personal data with:**

Your personal data is shared with the following companies:

- MACS Dance Website created with Wix (collection of data)
- Dancebiz/Thinksmart Software (storage of all personal data)
- Gmail Workspace (email storage only)

There are instances where we may need to share part of your personal data with third parties. We will not do this without your consent. These will include:

- Royal Academy of Dance (when a student is entered for an examination)
- Any Festivals that MACS Dance students participate in

We will not share your personal data with any other third party without your consent, including other customers and students and do NOT sell personal data to third parties.

### **How long we keep your data for:**

Following the termination of your business, MACS Dance will erase its customers' and students' personal data within three to six months.

### **Your rights and choices:**

The government defines the following:

Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

You also have rights when an organisation is using your personal data for:

- automated decision-making processes (without human involvement)
- profiling, for example to predict your behaviour or interests

Individuals have the right to complain to the ICO if they think there is a problem with the way MACS Dance are handling their data.

If you have any further questions, please do not hesitate to contact the office manager at MACS Dance [admin@macsdance.com](mailto:admin@macsdance.com)

### **Data Protection Officer:**

Hannah McMillan  
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