

The Peelo School of Dance Privacy Policy Update:

We'd like to make sure you're aware of our privacy policies while you are registered with The Peelo school of Dance. A copy of our privacy policy is available on our website [www.peelodance.ie](http://www.peelodance.ie)

As per our registration form we have the student and their parent/guardian's name, phone numbers, postal address, email address, and we have the students' date of birth. Only Deirdre Brennan and the Peelo School of Dance employees Aimie Duignan, Triona Mulryan, Elaine McDonald and Niamh Kirwan have access to this information.

We store the registration forms in locked files/drawers except when we are in transit to and from studios and we need to bring that information with us on that day. We have all students' names and their phone numbers for emergency contact reasons in our registration /roll books, we store phone numbers in our work mobile phones, this is so we have quick access to contact numbers in case of emergency or to update students and their parents about classes/workshops/exams/shows/courses/rehearsals etc

We share students' names and their dates of birth only with the International Dance Teachers' Association IDTA, as they are our examining body, to view their privacy policies you can visit their website [www.idta.co.uk](http://www.idta.co.uk)

We will keep the registration forms with the above details as long as the student is a member of our school, once they leave our school we will destroy the registration forms with their details. However since all IDTA examination results are listed together, we will hold onto their IDTA exam details (name , date of birth, exam results only) this will be good for us to have if they ever wish to return to dancing in the future.

We will contact you by phone or email. We will contact you via our social media (Facebook, Instagram, snap chat) if you've contacted us via that source.

We do have some what's app groups/facebook groups for senior pupils, this is for us to share details of dances /classes. A message will be sent to these groups for you to reply to agree to stay in the group or you can leave the group if you so wish to.

As per our registration form we have asked permission to take photographs and videos and for us to use them on our website/social media/advertising purposes and only do so when permission has been given.

Anyone who pays via Easy Payments Plus, they have access to your credit/debit card or whichever form you've chosen to use to pay via their website, The Peelo School of Dance does not have access to that information, we only receive information of who has paid, what they have paid for, the amount they have paid, and their contact details (email address/ phone number) If you've any queries about this please check Easy Payments Plus privacy policy on their website.

We will require you to fill in new registration forms every September and your old forms will be destroyed.

Please sign below to say you have read this information and are aware of how The Peelo School of Dance receive, manage, store, and share your information.

\_\_\_\_\_ Parent/guardian signature (if student is under 18 years)

\_\_\_\_\_ Pupils signature (if 13 years or over)