



GENERAL DATA PROTECTION REGULATION & PRIVACY POLICY

Ability School of Dance is required to collect confidential information regarding yourself (and/or your child, if applicable), including your names, contact details, date of birth and relevant medical history. This information will be used solely for the purposes of:

- Administration in connection with class attendance
- Replying to any correspondence received from you
- Abidance with Child Protection & Safeguarding laws and Health & Safety laws

Your information will:

- Always be processed in accordance with the law
- Be stored securely and for no longer than necessary
- Never be published or shared with any third parties without your prior consent

You retain the right to withdraw consent to the holding of your confidential information at any time, however by doing so, this would **render us unable to engage in any further business with you**. If you would still like to withdraw your information, please notify us in writing as soon as possible.

Please tick the boxes below, sign, date and return this form, to confirm that:

- I **agree** to the above policy regarding the collection, use and storage of my confidential information
- I would like to receive communications from **Ability School of Dance** by **phone** (including as an 'Emergency Contact').
- I would like to receive communications from **Ability School of Dance** by **letter**.
- I would like to receive communications from **Ability School of Dance** by **email**.

Name..... Name of child (if applicable).....

Signed..... Date.....

*For your future reference, a copy of this policy and all others can be accessed on our website, at:
www.abilityschoolofdance.co.uk*