



GENERAL DATA PROTECTION REGULATIONS - NOTICE TO ALL CUSTOMERS

The Miller Dance Centre is committed to protecting the privacy of all our customers.

The rules on the processing of personal data are changing with effect from 25th May 2018 and all customers will be made aware of these changes and invited to provide explicit consent to the ongoing processing of information, relevant to the provision of services provided by the Miller Dance Centre.

DEFINITIONS:

Data Controller: The data controller will be the Directors of the Miller Dance Centre.

Data Processor: We use a number of services to process personal data on behalf of the controller. All third party services, who under our direct authority, are authorised to process personal data, have provided written consent, confirming their compliance with the GDPR.

Data Subject: The customer

Personal Data: This refers to any information relating to an identifiable person who can be directly, or indirectly, identified from information such as name, home address, private email address etc.

Special categories of personal data; Article 9 of GDPR references genetic data, biometric data, racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical belief.

What is our basis for processing your personal data?

- ✓ Your explicit consent
- ✓ Processing necessary for the provision of services as per our contractual arrangements
- ✓ Processing necessary for compliance with a legal obligation

What is our basis for sharing your personal data?

With reference to the above categories of personal data described in the definitions section, we process personal data relevant to contact details, telephone numbers, address, email address, bank details only for payment for services. Your personal data will be protected and shared only as required for services provided via the Miller Dance Centre in conjunction with third parties such as for the provision of payment for services, applications for examinations and competitions.

Your children's details, where they are the receiver of our services, will not be shared with any third party unless it is for the purpose of applications for examinations or

competitions or similar legitimate purposes. Any additional processing of information would only be with the explicit consent of the parent or guardian.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data we hold on you, or your child.
- The right to request that we correct personal data if it is found to be inaccurate, or out of date.
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to withdraw your consent to the processing at any time, where consent was your lawful basis for processing the data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

Transfer of Data

We do not transfer any data outside of the European Economic Area (EEA).

Automated Decision Making

We do not use any form of automated decisions making in our business.

Further Processing

If we wish to use your personal data for a new purpose, not covered by this data privacy notice, then we will provide you with a new notice explaining this new use, prior to commencing the processing and setting out relevant purposes and processing conditions.

Changes to our privacy policy

Any changes we make to our privacy policy in future will be posted on this noticeboard and on the Miller Dance Centre Website.

How to make a request for information regarding your data.

Any request for personal information must be made in writing and addressed to Richard Miller.

25th May 2018