

## **Privacy Policy**

Glasgow School of Ballet (from now on referred to as “us”, “we”, “our” or “the society”) operates [www.glasgowballet.net](http://www.glasgowballet.net) (the “website or site”) to bring you information about our Ballet School, our classes and events.

This privacy policy page provides you with the information about how we collect, use and disclose of any Personal Information you provide when using our website.

We are committed to holding your data securely, only sharing it if you agree to this and to give you as much control as possible about how you update, delete and access your data.

### **The information we collect from you**

While using our website, we may ask you to provide us with certain information which is personally identifiable. This may include, but is not limited to, your name and email address, and mobile phone number (“Personal Information”).

When you enrol your child in our school we will ask you to provide details about your child that will enable us to give them the best possible experience at our school. This includes, name, DOB, email address, mobile phone number, relevant illnesses or injuries and emergency contact details.

### **How long is your information stored?**

Your personal information will be stored as part of our requirements to keep business records for up to 5 years.

We undertake a regular audit of the personal information we hold and use this to ensure that we store information securely and monitor how it is used and shared.

### **We also store Log Data**

As is common practice, we store information on the visits people make to our website. This is carried out by collecting information that your browser sends whenever you visit our website (“Log Data”) using Google Analytics.

This Log Data may include information such as your computer’s Internet Protocol (“IP”) address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics.

We use the information provided by Google Analytics and Log Data to see how effective our website is and how to make changes to improve your experience. Google Analytics provides options to limit the amount of time data is retained and these are currently set to 26 months.

### **The legal basis for holding your details**

We will hold personal information and process it under contract. You have a right to ask for your details and to ask for these to be deleted and forgotten. You can do this by contacting us (see below).

### **Your data and your right to access Personal Information**

The safe storage of your Personal Information is very important to us. We respect your right to privacy and your rights to access information held about you.

You have the right, under the GDPR, to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request a correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request erasure of your personal information, ensuring your ‘right to be forgotten’. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have the right to object to processing (see below). You should be aware that, for legal reasons, we may be unable to erase certain information.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you would like to make a request, please email us at [enquiries@glasgowballet.net](mailto:enquiries@glasgowballet.net) and we will answer and deal with your request within fourteen working days. You will not have to pay a fee to access your personal information. However, we may have to charge a small fee if your request for access is agreed to be unfounded or excessive.

## **Security**

The security of your Personal Information is also of the upmost importance to us. All users of the internet should have confidence in accessing and sharing information.

However, it is vital to understand that no method of transmission over the Internet, or method of intrnet storage, is 100% secure. We have set up a series of safeguards and complied with current regulations to protect your Personal Information, but we cannot guarantee its absolute security.

In the event of a breach of security we pledge to notify you within three days of its discovery with a plan of action to help you take any necessary steps if your data has been compromised.

## **Communication with you**

We promise that we will only use your Personal Information to contact you with emails, newsletters and information about Glasgow School of Ballet, our classes and activities.

## **Cookies**

Cookies are files with small amounts of data which are generated when you click on a site or specific pages in a site. The data gathered may include what is known as an anonymous unique identifier. The identifier identifies the action taken, not you, which is why they are called anonymous.

The cookies we use are sent to your browser and stored on your computer's hard drive. This information is used by your browser to remember the pages you have visited so that when you return to the site you can do this more quickly and efficiently. To see which cookies we use and how they may affect you, view our Cookie Policy.

We use Google Analytics, a web designer service provided by Google Inc. ("Google") for statistical purposes. This service uses cookies (both persistent and session) to analyse how visitors use the service. The information generated by the cookies concerning your use of the service (including your IP address, time of visit to the site, the type of browser that you use, the pages you consult and the files you download) is transferred to and archived by Google on servers in the United States. Google uses this information to create reports on the website activity for us. Google may not supply this information to third parties unless there is a legal obligation to do so. Google will not combine your IP address with other data at its disposal. By using this service, you consent to the processing of the information by Google in the manner and for the purposes as described above. The Google cookies are:

\_ga  
\_gat  
\_gid

Google complies with the Safe Harbour principles and subscribes to the Safe Harbour programme operated by the U.S Department of Commerce.

In the event that you do not wish data on your website visit to be forwarded to Google Analytics you can download and install [Google Analytics Opt-out Browser Add-on](#).

You will find further information in [Google Analytics' privacy policy](#).

### **Changes to this Privacy Policy**

This Privacy Policy is effective as of 1<sup>st</sup> August 2018. If we make any changes in its provisions in the future, these will be updated with the date they are changed and will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time, so we recommend checking this Privacy Policy periodically. Your continued use of the Service after we post any modifications on this page is taken as an acknowledgement of the changes and that you consent to abide and be bound by the modified Privacy Policy.

If we do make any material – significant – changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

### **Contact us**

If you have any questions about this Privacy Policy, please contact us at [enquiries@glasgowballet.net](mailto:enquiries@glasgowballet.net). You can also contact us if you have any queries about your personal data. We will endeavour to answer your query as soon as possible.