



Privacy Policy

General Data Protection Regulations 2018

What information do we collect about you?

- We only collect information contained within our Adult / U18 years registration form which a Customer / Student completes to enrol in one of our dance classes.

How will we use the information about you?

- We will use your email address to invoice you for dance classes attended.
- We will use your email address & mobile number to contact you regarding Spotlight Dance Academy related matters.
- We will use your mobile number / In case of Emergency (ICE) contact number should we need to contact someone on your behalf in an emergency.
- We will use the information you provide and pass this to medical professionals in cases of an emergency.

How will we store your Personal Information?

- Spotlight Dance Academy uses software provided by Think smart Technologies (Dance Biz) (GDPR compliant) to electronically store your information.
- This system facilitates email correspondence relating to invoicing.
- This system is used to run our Class Schedule / Attendance Register.

How long will we store your personal information?

- Whilst you remain a Customer / Student of Spotlight Dance Academy, we will retain your personal information.
- If following the required notice (See Terms & Conditions) you decide to leave the Academy, your personal data will be deleted from Dance Biz.

What we will not do:

- We will NOT sell your personal information to any other organisation.
- Disclose your personal information to any other organisation without first obtaining your consent unless there is medical emergency.

Your Rights

- You have a right at any time to stop us from contacting you for marketing purposes.
- You have the right to request a copy of the information that we hold about you. Please email or write to us.
- You may ask us to correct or remove information you think is inaccurate.

Changes to our privacy policy

- We keep our privacy policy under regular review and any updates will be displayed on our website.
- This privacy policy was last updated on 22.01.24

How to contact us

- Email: spotlightda24@gmail.com
- Tel: 07411 180665