



## AVIV DANCE STUDIOS PRIVACY POLICY 2018

### OVERVIEW

In order for us to operate our business and provide our services to you, it is sometimes necessary for us to collect or process information about you.

This privacy policy sets out the detail of what information we collect, as well as how that data is used and protected.

### OUR COMMITMENT TO DATA PRIVACY

We are fully committed to maintaining the privacy of any information ('personal data') that you provide to us. Furthermore, we commit to ensuring that such data is held securely, used appropriately and only retained for as long as is necessary. Our systems and services are designed with privacy in mind, and we operate a 'data minimisation' principle wherever possible – that is to say that we will only ever ask you for the minimum amount of information required to provide our services efficiently; we have no desire to retain (and therefore maintain) any more information than is necessary.

### DATA COLLECTION

We collect certain information or data about you when you use our "Contact Us" form.

We collect:

- Your enquiry
- Your email address
- Your contact number (if you provide one)
- Your name

This data is used by Aviv Dance Studios to respond to the individual's request.

We also will collect further data through a paper registration form when you register with Aviv Dance Studios. This includes:

- The student/ adult member's date of birth
- The student/ adult member's address
- The student/ adult member's name
- The student parent/ guardian's name
- The student parent/ guardian's contact number

- The student parent/ guardian's email address
- Information on any pre-existing medical conditions which may affect your ability to take part in our classes.

This data is required by Aviv Dance Studios to operate our classes and to contact the adult member/ student parent when necessary.

### WHERE YOUR DATA IS STORED

At Aviv Dance Studios, we store your data on our private database or in paper form in our locked filing cabinets in our private office. We may be required to share this information if legally obligated to do so, but will never sell your data. Data will not be kept longer than necessary.

By submitting your personal data, you agree to this.

### KEEPING YOUR DATA SECURE

Sending information over the internet is generally not completely secure, and we can't guarantee the security of your data while it's in transit.

**Any data you send is at your own risk.**

We have procedures in place to keep your data secure once we receive it.

### DISCLOSING YOUR INFORMATION

We won't share your information with any other organisations for marketing, market research or commercial purposes. We may use third party service providers to process and store user data, including MailChimp (their privacy policy can be viewed here <https://mailchimp.com/legal/privacy/>).

### LINKS TO OTHER WEBSITES

Our website [avivdance.com](http://avivdance.com) contains links to other websites.

This privacy policy only applies to [avivdance.com](http://avivdance.com), and doesn't cover other services that we link to, which have their own terms and conditions and privacy policies.

If you go to another website from this one, read the privacy policy on that website to find out what it does with your information.

## YOUR RIGHTS

In the situation where you have directly provided personal information to us (such as by registering with Aviv Dance Studios or completing an online form), you have a number of rights regarding the personal data that we hold:

- You have the right to obtain from us confirmation about whether any such data is being held;
- You have the right to require that we provide you with whatever data we are holding/processing about you, including the right for that data to be transferred to another data controller;
- Even if you have consented to us processing your personal data, you have the right to withdraw that permission at any time;
- You have the right to require us to rectify any incomplete or incorrect information held about you;
- You have the right to require us to erase the data held about you (the 'right to be forgotten');

You can find out what information we hold about you by contacting us on 01923 250000 or [info@avivdance.com](mailto:info@avivdance.com).

If you've signed up for email alerts, you can unsubscribe at any time by contacting us.