

Dear Parents and Guardians,

At Inspire Performing Arts, we take your privacy and your child's personal data very seriously. This letter explains how we collect, use, and protect your information in line with the UK General Data Protection Regulation (UK GDPR).

What information we collect

We may collect and store the following information:

- Parent/guardian names and contact details (phone number, email, address)
- Student's name, date of birth, and relevant medical information (e.g. allergies or injuries)
- Emergency contact details
- Payment and billing information
- Photos and videos taken during classes, rehearsals, or performances (with consent)

Why we collect this information

We use your data to:

- Manage class registrations and attendance
- Ensure the safety and wellbeing of students
- Communicate important updates, schedules, and events
- Process payments
- Promote the school (only where consent has been given for images/videos)

How we store your data

Your information is stored securely and only accessed by authorised staff. We take appropriate measures to protect your data from loss, misuse, or unauthorised access.

Who we share your data with

We do not sell or share your personal data with third parties for marketing purposes. Data may only be shared where necessary (e.g. payment processors or safeguarding authorities) and always in line with GDPR requirements.

How long we keep your data

We only keep your data for as long as necessary to fulfil the purposes outlined above or to meet legal obligations.

## Your rights

Under GDPR, you have the right to:

- Access the personal data we hold about you
- Request corrections to inaccurate information
- Request deletion of your data (where appropriate)
- Withdraw consent at any time (e.g. for photos/videos)

## Photography and video consent

We will always ask for your permission before using any images or videos of your child for promotional purposes.

## Contact us

If you have any questions or would like to exercise your rights, please contact us at:

[inspirepa@outlook.com](mailto:inspirepa@outlook.com)

07305809342

Thank you for trusting Inspire Performing Arts with your child's dance education.

Kind regards,

Rosie Leslie

Director

Inspire Performing Arts