

## **Website Privacy Notice**

BAYLINS BALLET BARN takes the security of and our legal responsibilities around your personal data seriously. This statement explains relevant information about our processing of your personal data collected via this website.

The personal data we process as a result of your visiting our website depends on the data you provide to us. If you access our site but do not interact further with us, we will only process the data contained in cookies (see 'Cookies' for more info). Should you decide to interact with us by, for example, submitting an application form we will process the data you provide for the purposes stated on the form. Some fields are mandatory as without them we will be unable to make further contact with you to answer your request.

By providing us with your personal data you give us your consent to use it to provide you with the requested service(s).

BAYLINS BALLET BARN is the Data Controller for all personal data you provide us with via our website.

We do not share your personal data collected through this website with organisations outside of the school. We do not sell or rent your personal data for any purpose.

For any questions, queries or other data protection matters, you can contact us to speak to us.

## **Data Subject Rights**

BAYLINS BALLET BARN acts as the Data Controller for all personal data submitted through our website. Accordingly you may exercise a number of rights over your data including:

- Accessing the personal data we hold about you
- Asking us to correct any of your personal data we hold which are inaccurate
- Request to have your personal data deleted
- Put in place restrictions on our processing of your data
- Asking us to transfer your data to another controller (data portability)

We will handle all exercise of your data subject rights in accordance with the requirements of the GDPR and any national laws. Should you need to exercise any of your data subject rights please contact us.

If you are dissatisfied with the way we have handled your personal data and we are unable to resolve the issue for you, you may take the matter to the Information Commissioner's Office. Further details can be found via their website at [www.ico.org.uk](http://www.ico.org.uk).

## **Data Transfers**

Any information we collect on this site, given by you, is not transferred outside of the school.

## **Duration of Processing**

We retain and manage all information submitted through this website in accordance with our Data Retention Policy and only hold it for as long is necessary.

## **Data Security**

Data transferred over the internet by us and through this website are protected using encryption technologies to ensure they remain secure. Please note that communications over the internet cannot be guaranteed as secure. Whilst we take appropriate steps to protect your data we cannot guarantee that it will remain secure in transit. Once data reaches your network it is your

responsibility to ensure it remains secure. We understand the importance of protecting children's privacy, especially in an online environment. If you are under 13 years of age you must obtain the consent of a parent or guardian to submit information via our site. Please ask them to review this information before you communicate with us.

### **Changes to this statement**

This statement was last updated in May 2018. Any changes will be published on this page and we recommend you check here regularly to ensure you remain in agreement with our data processing activities.

Should any significant changes be made which may directly impact on the way you interact with us through this website, we will make these clear to you at the start of your interaction with our site.

For any enquiries, please contact: [annikcoatalen@hotmail.com](mailto:annikcoatalen@hotmail.com)