



## Privacy Notice

### Our contact details

Name: Angela Holmes

Address: Wolverhampton Lawn Tennis and Squash Club, 53 Newbridge Crescent, Wolverhampton, WV6 0LH

Phone Number: 07817 412418

E-mail: [info@costleydancecentre.com](mailto:info@costleydancecentre.com)

### The type of personal information we collect

We currently collect and process the following information: Name and contact details

### How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for the following reasons:

- Completing an enquiry form through our website
- Providing contact details in person for arranging dance lessons

We use the information that you have given us in order to reply to your enquiry and/or to arrange lesson times and/or to communicate notices regarding the dance centre, e.g. competition or medal test information.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting [info@costleydancecentre.com](mailto:info@costleydancecentre.com)
- We have a legitimate interest.

### How we store your personal information

Your information is securely stored within the inbox of [info@costleydancecentre.com](mailto:info@costleydancecentre.com) and the mobile ending 418.

We keep your contact information for the time you are a current pupil/parent of a current pupil and 12 months subsequently from the date of leaving Costley Dance Centre. For enquiries, we will keep your contact information for 12 months from the date of initial enquiry. We will then dispose of your information by electronic deletion.



## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@costleydancecentre.com](mailto:info@costleydancecentre.com) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@costleydancecentre.com](mailto:info@costleydancecentre.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>