



The Russian Ballet Society Privacy Policy

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

Our Privacy Commitment to You

GDPR states that personal data should be ‘processed fairly and lawfully’ and ‘collected for specified, explicit and legitimate purposes’ and that individuals data is not processed without their knowledge and are only processed with their ‘explicit’ consent. GDPR covers personal data relating to individuals. *The Russian Ballet Society* is committed to protecting the rights and freedom of individuals with respect to the processing of children’s/pupils, parent’s, visitors, freelance teachers and volunteers personal data.

This privacy policy explains how we will use personal information that you provide us with. It also explains the ways in which we will protect your personal information and sets out your rights in respect of how we process your personal information.

We hope you find this Privacy Policy helpful, but if you have any further questions please get in touch with us at russianballetsociety@hotmail.com

GDPR includes 7 rights for individuals

1) The right to be informed

The Russian Ballet Society only collects data which is necessary for entering pupils into examinations and Russian Ballet Society courses, with parental permission.

We need to know parent’s names, addresses, telephone numbers and email addresses for communication/invoicing purposes.



We need to know pupil's full names, addresses, date of birth along with any medical conditions if they are attending a course.

When pupils become official members of the Russian Ballet Society we need to know their full names, addresses and date of birth in order to communicate to them our events, courses and updates on Syllabi etc. We will also then keep a record of their membership number.

The Russian Ballet Society will hold data of any freelance teachers: names, addresses, email addresses, telephone numbers and bank details. Disclosure and Barring Service checks (DBS) numbers and date of issue are also held on record where applicable as the Russian Ballet Society is an International organisation.

The Russian Ballet Society will hold data of any volunteers: names, emails address, telephone numbers and DBS numbers and date of issue. (where applicable)

1) The right to data portability

The Russian Ballet Society requires data to be transferred from one IT system to another; such as from The Russian Ballet Society to RSL for Examination Certification..

2) The right to object

Parents, visitors, volunteers and freelance teachers can object to their data being used for certain activities like marketing or research. Marketing emails will contain an 'opt out' facility.

3) The right not to be subject to automated decision-making including profiling

Automated decisions and profiling are used for marketing based organisations. *The Russian Ballet Society* does not use personal data for such purposes.

Storage and use of personal information

The Russian Ballet Society collects information from enquiries made to the Society, usually via email. These emails are deleted when a customer/child does not book a place/is booked in for a course. Potential customer/pupil information is stored in a secure location with our



administrative department when a potential customer/pupil is booked in for a course. If a place is not then taken up, the personal data is then deleted when requested/confirmed they are not enrolling.

Names and contact details of parents and names date of births and medical conditions of children are securely locked away with existing customer/student information as detailed above. These are deleted/shredded securely if a decision has been made and (*The Russian Ballet Society* have been informed) that visitors will not be returning or taking up a place in our Courses.

Freelance teachers have access to personal information such as pupils and parents names, and contact details in case of an emergency. They have access to pupil's date of births to assess class suitability/dance festival and examination age requirements as well as medical notes to meet the needs and safety of each individual student. This information is confidential.

The Russian Ballet Society stores examination identification numbers for pupils (PAA) until the pupil has completed all their examinations as these identification numbers are needed for all examinations, they are shredded when the pupil ceases to enter examinations or when they inform the Russian Ballet Society that they are leaving.

All personal data will be deleted when a pupil/member leaves the Society, as long as their account is cleared. When an account is settled, a customer's personal information will be deleted.

Photograph/Video clips

The Russian Ballet Society store data held visually in photographs or video clips or as sound recordings. Customers have the option of giving permission or not via our permission forms.

A pupil's photo will not be accompanied by a name on the school website. A pupil's Christian name only will accompany a photograph on any social media sites. This with parental approval.



A member of staff's photograph, name and biography will appear on the Society website with their consent. Again with consent a member of staff's photograph may appear on the Society Facebook page (name and photo).

No names are stored with images in photo albums.

Programmes, Photographs and DVD for Performances

With parental consent, a pupil's photograph and full name may appear in the summer course show programme (cast list/running order). Staff names, photographs and biographies may appear in the summer course show programme with consent.

An official photographer will take photographs of the show and it will also be recorded and the DVD can be purchased by customers of *The Russian Ballet Society* Therefore pupils can only take part in *the Summer Course Performance* if parental permission has been given for photographs/video recording.

Communications with our Customers

The Russian Ballet Society will mainly communicate with customers via email for purposes of invoicing and crucial information for customers. Occasionally, we may send invoices by post if it appears a customer has not received an email.

All marketing emails (information of upcoming events/promotions etc. will include an 'opt out' facility).

Telephone/Text – customers will be contacted by home telephone/mobile numbers (where given) in cases of emergency or for vital information such as change to or cancellation of classes/instructions for events pupils are involved in etc.



GDPR means that *The Russian Ballet Society* must:

- *manage and process personal data properly
- *protect the individual's right to privacy
- *Provide an individual with access to all personal information held on them.