



En Pointe Theatre Arts Privacy Notice

How we use your personal data

The notice is called a privacy notice, and it explains what personal data we hold about you, why we hold it, and what we do with it. Personal Data is important information about you and includes things like your name and address. It sometimes includes more sensitive information like medical and health issues. This sensitive personal data is known as 'special category' personal data.

So it is important that we look after your personal data very carefully and in accordance with the law.

Who are we?

En Pointe Theatre Arts is a private, independent dance studio providing dance classes for children aged 2 and up, as well as adults, in the UK and overseas.

We take the issue of data protection very seriously, and we stick to the rules laid down in the Data Protection Act 2018 and the UK General Data Protection Regulation. We also abide by the Children's Code (also known as the Age Appropriate Design Code).

If you have any questions about this privacy notice or our data protection practices, please ask our owner, Danielle Emms, who can be contacted at:

danielle@enpointetheatrearts.co.uk

What personal data do we hold about you?

We hold some of the following personal data, including your:

- Name
- Address
- Telephone numbers
- Social Media Contact details
- Date of birth/age
- Gender
- Height and weight
- Nationality
- Passport details
- Doctors / GP surgery contact details
- Medical, health and disability details including allergies and any medicines you may be taking
- Next of kin details - who we should contact in case of an emergency
- Your dance history - grades and previous dance mentors
- Bank account and payment card details
- Photographs and images of you
- Videos and film footage of you
- National insurance number
- Driving licence details
- Employment details - taxpayer identification numbers, tax reference codes

Why do we need this data and for what legal reason?

We need your personal data so that we can:

- Properly and safely provide our dance services to you;
- Fulfil our obligations in accordance with the contract we have with you, or may be about to enter into, whether you are a **student, prospective student, parent/guardian, employee, contractor, supplier, consultant or job applicant**;
- Monitor improve and develop our business and the services we offer you or receive from you;
- Contact you with details of changes to our services which may affect you;

- Protect your interests and the interests of others;
- Meet our legal obligations;
- Contact you for your views on our products and services;
- Operate our website and online services to provide information and allow bookings and administration of courses and other activities;
- Receive payments from you - for courses and trips etc
- Make payments to you including salaries for our staff and for services provided by contractors and suppliers;
- Take photographs and video footage of you and, with your consent, use your images for legitimate activities in relation to our business including marketing

We will always have a valid legal reason for holding and using the technical term is “processing” your personal data. “Consent” (giving your permission) is one possible lawful reason, but it is not the only option, and we will often use another legal reason such as contract, employment or legitimate interest if it is more appropriate and especially where this provides you with better protection. When we use “consent” as our lawful reason, you should be aware that you must be at least 13 years old in the UK to give your own consent. If you are younger than this, your parents or guardian will need to provide consent. If you are under 18 there will be occasions when we ask your parents or guardians to give their consent in any case:

Who do we share your information with?

Your personal data will be treated by us as confidential, but there may be occasions when we need to share it with people or organisations we trust or if we are required to provide it by law. These may include:

- People such as contractors or suppliers who are providing services to us or on our behalf;
- Dance organisations and competition organisers;
- Our lawyers in order to obtain legal advice or take legal action;
- Other third parties if required by law or to provide our services to you.

There may be other instances when your personal data may be seen by other people. For example, if you are a member of our WhatsApp group, everyone in the group may be able to see your name and phone number.

Unless we have a good reason and lawful basis to do so, we will not otherwise sell or share any of your personal data without your consent.

With your consent, we may share your personal data with media teams and organisations for marketing and publicity reasons.

What happens when we travel outside the UK and transfer your personal data outside of the UK?

For most of the time, your personal data will be held and used in the UK. However, if you live outside of the UK, we will need to transfer your personal data outside the UK, and when we go on dance trips outside of the UK, we will need to take some of your personal data with us or be able to access it from wherever we are. We will ensure that we only take what we need and we will take measures to ensure that it is kept secure and safe in accordance with the law.

Security

Your personal data will be held safely and securely whether it is on paper or electronic. Paper data will be stored in a locked cabinet or drawer, and electronic data will be stored in systems that can only be accessed via a password. Regular backups of electronic data will occur. We will take special care when sending your personal data by email or post.

How long we will keep your information

We will only hold your personal data for as long as we need it or for the time period agreed in any contract with you. Sometimes the law may require us to keep it for longer.

You have rights and you can complain

At any time you can ask **Danielle**:

- For a copy of your personal data and the reasons why we need it;
- To update or correct your personal data;
- To delete or stop using your personal data. Sometimes we will not be able to do this as we will have a legal reason for keeping it;
- To stop sending you marketing messages;
- To object to the way we use your personal data.

En Pointe Theatre Arts also complies with the new 2026 regulation in relation to complaints in relation to any data we hold which you deem to be misused. If you think this has happened, please utilise the form: <https://docs.google.com/forms/d/1onS42teJ0aVTtmSbtq4AZSGvlerDIUYxXPNe2gZ9h-c/edit>

En Pointe Theatre Arts aims to respond to Data complaints within 48 hours, conduct a full investigation within 4 weeks, and send a response to the individual submitting the complaint. If the investigation has not been completed to its fullest, you will receive a progress report with information on how the investigation is progressing and a date when you can expect the investigation to be completed.

If you are unhappy with the response from En Pointe Theatre Arts, you can make a complaint to the Information Commissioner's Office: <https://www.gov.uk/data-protection/make-a-complaint>

Finally

We hope that this notice is clear, but if you don't understand anything, please just ask **Danielle**

This privacy notice was updated 3rd July 2026.