



## THE HITCHIN SCHOOL OF RUSSIAN BALLET

### **How we use your information**

General Data Protection Regulation Policy

#### **Statement**

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

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their consent.

GDPR covers personal data relating to individuals. The Hitchin School of Russian Ballet is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data.

The Hitchin School of Russian Ballet will process your confidential information – which includes your names, contact details, date of birth, and IP address, relevant medical history, only for the purposes listed below. The data will be stored securely, no longer than necessary and solely for the completion of those business activities.

- For the purpose of administration in connection with dance classes
- Supply of information and examination paperwork to NATD

\* To ensure the confidentiality of data and compliance with the General Data Protection Regulation Act (GDPR) any third parties contracted by The Hitchin School of Russian Ballet are under a strict data protection agreement.

The Hitchin School of Russian Ballet will not publish or share your confidential data with any other third parties than mentioned herein.