

# **Off Beat Dance Customer Privacy Notice**

This privacy notice tells you what to expect us to do with your personal information.

## **Our contact details**

Email: [offbeatdance@outlook.com](mailto:offbeatdance@outlook.com)

## **What information we collect, use, and why?**

We collect or use the following information to **provide services and goods, including delivery**:

- Names and contact details
- Addresses
- Date of birth
- Purchase or account history
- Payment details (including card or bank information for transfers and direct debits)
- Health information (including dietary requirements, allergies and health conditions)
- Health and safety information
- Website user information (including user journeys and cookie tracking)
- Photographs or video recordings
- Records of meetings and decisions

We collect or use the following information to **comply with legal requirements**:

- Criminal offence data (including Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Health and safety information

We collect or use the following information for **recruitment purposes**:

- Contact details (eg name, address, telephone number or personal email address)
- National Insurance number
- Copies of passports or other photo ID

- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Security clearance details (eg basic checks and higher security clearance)

### **Lawful bases**

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Consent
- Contract
- Legal obligation

Our lawful bases for collecting or using personal information for **legal requirements** are:

- Contract
- Legal obligation

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- Contract
- Legal obligation

We get our personal information from people directly including students and parents/guardians.

### **How long we keep information**

Off Beat Dance and Off Beat Dance Academy will store your information safely for as long as you remain a student at our classes. As a member of Off Beat Dance Academy, when you notify us of a student leaving, we will keep your information for a period of 6 months after the departure. As a member of Off Beat Dance (Adult Classes) – we will keep your information for a year after your last visit to our classes. We will indefinitely retain images and videos for marketing purposes unless we receive a request for removal from our storage

## **We share our information with:**

- Insurance companies
- Emergency services (where necessary)
- Publicly on our website, social media or other marketing and information media (where appropriate)

## **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 data.

**Your right to rectification** - You have the right to ask us to rectify personal data 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 data in certain circumstances.

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

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

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

**Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

## **How to complain**

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

**The ICO's address:**

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

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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