

Dear Parent/Guardian

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I am writing to you with regard to the forthcoming introduction of the New General Data Protection Regulation on May 25th.

To keep you updated with information we need to process your personal data.

To make sure we are compliant, I will need to gain your written consent to having your/your child's details stored on my computer as well as it being in our agreed T&Cs. All data is stored within our password protected system run my "Thinksmart software" This software is compliant with the new GDPR. VMA DANCE does not sell or share any of your personal information to third parties.

This information will be used by myself, teaching staff and admin staff at VMA DANCE. Information will be used :

- to contact you regarding any class information
- to remind teachers of any medical conditions your child may have,
- for emergency contact details

I will keep the information whilst you/your child is attending classes at VMA DANCE. If you haven't attended classes for a term you will become inactive on our system and will not receive any correspondence. Each Academic year Customers who have been inactive for more than three terms (one academic year) will be deleted and all information destroyed. In some cases it may be necessary for us to retain your information for up to 3 yrs however after 3 years all information will be deleted.

You can ask to see any information stored by us at any point and withdraw your consent to our storing the information or contacting you. Nevertheless we must have your emergency contact details and any medical information stored, for your child to attend our classes.

Occasionally I may need to share your details with a third party, for example, when we are taking part in a dance festival, Exams, Shows or other public events. Consent forms for each

event will contain a section to ask for your permission for us to give them your information. Having gained your permission to share information I would then not be responsible for what happens to it as, it will be the responsibility of the third party.

If you do not want your details passed on to any third parties please let us know.

Possible third parties:

WSCC (West Sussex county council), SCC (Surrey CC), ISTD (Imperial Society of Teachers of Dance), BTDA (British Theatre Dance Association), LAMDA (London Academy of Music and Dramatic Arts).

On our enrolment form T&Cs we have asked you for your permission to use any photographs taken by us for our own publicity. All VMA DANCE photos are kept on our VMA iPad or hard drive and only published with your consent. You may withdraw consent at any time by writing.

I would be extremely grateful if you could send me an email with the following wording:

I,give my consent for VMA DANCE (Vicky Freeman-White) to store the information I have submitted during my/my child's education with VMA DANCE and to pass on the information to relevant third parties.

Student's Name:

Parent/Guardian's Name:

Signed Parent/Guardian

Date

Signed Student (if over 12yrs)

Date

Vicky Freeman-White
VMA DANCE
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