



## PRIVACY POLICY

### Introduction

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This policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and website owners. Furthermore, the way Tempos processes, stores and protects user data and information will also be detailed within this policy.

### The website

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These websites ([www.tinytempos.co.uk](http://www.tinytempos.co.uk) & [www.temposperformingarts.co.uk](http://www.temposperformingarts.co.uk)) and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies with all UK national laws and requirements for user privacy.

### Personal information

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Whilst using our website or services, you may be required to provide personal information (name, address, email, account details, etc.). We will use this information to administer our website, applications, client databases and marketing material. We will ensure that all personal information supplied is held securely in accordance with the General Data Protection Regulation (EU) 2016/679, as adopted into law of the United Kingdom in the Data Protection Act 2018. Further, by providing telephone, fax and email details, you consent to Tiny Tempos & Tempos Performing Arts contacting you using that method. If you wish to enrol a student in one of our classes/workshops, we will collect the following personal data: parent or guardian's name; contact and address details; relationship to the student; emergency contact numbers; name, age, gender and date of birth of student; and any medical conditions the student has. If the student is over 16 years of age, please ensure that you have their permission to share these details with us.

We need to know children's full names, dates of birth and any medical requirements/ SEN requirements. We may be requested to provide some of this data to the relevant local authority when applying for licenses for performances.

Tempos will also collect certain details from anyone wishing to attend a trial class. We will require the visitors name, date of birth and any medical information, along with the parents name, email address and phone number. This is in respect of our health and safety and safeguarding policies. If the visitor doesn't wish to enrol then these details will be destroyed within two weeks of their visit.

Tempos is required to hold data on its teaching staff, this includes; names, addresses, telephone numbers, photographic ID (such as passports and driving licenses) & bank details. The information is also required for Disclosure and Barring service checks (DBS) and proof of eligibility to work in the UK. This information will be held in a locked filing cabinet and as part of our password secured software programme and will be destroyed 6 years after the teacher decides to stop teaching for Tempos.

Tempos will, from time to time, take photographs and film footage of students during classes/performances for use in Tempos marketing and publicity material (both online and offline). This is mentioned in our Terms and Conditions and if you do not wish for your child to be photographed/filmed please make this clear in writing at time of enrolment.

Tempos does not directly collect, process or store financial information. You have the right at any time to request a copy of the personal information we hold on you, Should you wish to receive a copy of this or any policy, or would like to be removed from our database, please contact us at [info@temposperformingarts.co.uk](mailto:info@temposperformingarts.co.uk)

Tiny Tempos & Tempos Performing Arts complies with GDPR & all data we hold on you is held in accordance with this legislation. All data is kept securely and never shared with any 3<sup>rd</sup> parties.

## How do we store your information?

Any and all paper copies of children's enrolment forms and staff records and any parent/ chaperone disclosure forms or licenses are kept in a locked filing cabinet in a locked private building. Relevant personal information is uploaded onto our secure computer software and telephone which are both password protected. Members of staff will have access to children's emergency contact information and any medical information they

should be aware of as part of the software system and via the app on their phones. Each phone and app is password protected.

## How do we collect information?

Tiny Tempos & Tempos Performing Arts collects information in two possible ways: When you directly give it to us (“Directly Provided Data”) or when you give us permission to obtain from other accounts (“User Authorised Data”).

### **We may collect and process the following data about you:**

- Information you give us. You may give us information about you by filling in forms on our websites [www.tinytempos.co.uk](http://www.tinytempos.co.uk) or [www.temposperformingarts.co.uk](http://www.temposperformingarts.co.uk) (our websites) or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register to use our site, subscribe to our services & classes, and when you report a problem with our site.

## Our lawful basis for processing personal data

The legal basis for processing personal data is consent OR our legitimate interests, namely monitoring and improving our website and services. Our lawful basis for processing personal data for any individual using our services is contractual.

## How long do we keep your data for?

Tiny Tempos & Tempos Performing Arts will not retain your personal information longer than necessary. We will hold onto the information you provide either while your account is in existence, or as needed to be able to provide the Services to you, or (in the case of any contact you may have with us) for as long as is necessary to provide support-related reporting and trend analysis only.

If legally required or if it is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our Terms and Conditions, we may also retain some of your information for a limited period of time as required whilst any disputes are completed, even after you have closed your account or it is no longer needed to provide the Services to you.

## Choosing how we use your data

We understand that you trust us with your personal information and we are committed to ensuring you can manage the privacy and security of your personal information yourself. We use information held about you in the following ways:

### **Information you give to us. We will use this information:**

- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- to provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about; e.g. holiday workshops/new classes etc
- to provide you with information about goods or services we feel may interest you. If you are an existing customer, we will only contact you by electronic means (e-mail or SMS) with information about goods and services similar to those which were the subject of a previous sale or negotiations of a sale to you. If you are a new customer, we will contact you by electronic means only if you have consented to this. If you do not want us to use your data in this way, please tick the relevant box situated on the form on which we collect your data;
- to notify you about changes to our service;

### **Information we collect about you. We will use this information:**

- to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to allow you to participate in interactive features of our service, when you choose to do so;
- as part of our efforts to keep our site safe and secure
- to make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.

Tiny Tempos & Tempos Performing Arts will not sell or rent your personally identifiable information, gathered as a result of filling out the registration form, to anyone.

## **Your Rights & Access to Information**

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With respect to the information relating to you that ends up in our possession, and recognising that it is your choice to provide us with your personally identifiable information, we commit to giving you the ability to do all of the following:

- You can verify the details you have submitted to Tiny Tempos & Tempos Performing Arts by contacting us (by telephone 07956 211909 or by email [info@temposperformingarts.co.uk](mailto:info@temposperformingarts.co.uk)). Our security procedures mean that we may request proof of identity before we reveal information, including your e-mail address and possibly your address.
- You can also contact us by the same method to change, correct, or delete your personal information controlled by Tiny Tempos & Tempos Performing Arts regarding your profile at any time. Please note though that, if you have shared any information with others through social media channels, that information may remain visible, even if your account is deleted.
- You can always feel free to update us on your details at any point or to request a readable copy of your personal information by contacting us (by telephone 07956 211909 or by email [info@temposperformingarts.co.uk](mailto:info@temposperformingarts.co.uk)).
- You can unsubscribe from receiving marketing emails from us by clicking the “unsubscribe” link at the bottom of any email. Once you do this, you will no longer receive any emails from us and may miss important information regarding classes/workshops/performances.

Please note, we are constantly reviewing how we process and protect data. Therefore, changes to our policy may occur at any time. We will endeavour to publicise any changes.



Tiny Tempos & Tempos Performing Arts

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