

WINGS STUDIOS LTD.

Website: [www.wings-studios.co.uk](http://www.wings-studios.co.uk)

Email: [info@wings-studios.co.uk](mailto:info@wings-studios.co.uk)

## **DATA PROTECTION POLICY**

Wings Studios is committed to protecting the privacy and confidentiality of its students.

We will only collect;

- Personal information (such as name and date of birth);
- Next of kin (such as name /s and emergency contact number /s);
- Relevant medical information;
- Attendance information (such as dates of attendance /absence and reason for absence);
- Assessment information (such as examination results). It also includes your (parent /carer's or students over 16 years of age):
- Contact details (such as name, address, telephone number and email address).

We do not share personal data to any other organisation. The personal information held by Wings Studios about our students is the minimum necessary to facilitate the running of our business; such as contact details and examination history.

### **PHOTOGRAPHING AND FILMING CHILDREN**

At Wings Studios photographs and filming of students might be taken and reproduced for class aids and general marketing purposes. Students or parent /carers can opt out of this by ticking the relevant box on the registration form.

### **SOCIAL MEDIA**

It's our policy for staff's personal social media sites not to befriend /follow any student below 18 years of age on social media sites whilst they are taking part in classes within our studios. Contact may be made between students or parents /carers and staff via social media to discuss matters to do with dance classes only. Students may follow the Official Wings Studios sites or staff's personal social media sites but this is done at their own risk. We will not be held liable or responsible for content that students may view on our Official Wings & Wings Staff sites and accounts. Staff may befriend or follow parents /carers of students on personal social media sites, this is done at their own risk. Official Wings Studios social media sites that are public, are open to all students and parent /carers.

We are committed to reviewing our policy and good practice annually. The policy was last reviewed on: 29<sup>th</sup> May 2022

Name: Hazel Edmondson

Job Title: Company Director

Signature: H. M Edmondson