



Renard École de Danse Privacy Policy & Privacy statement

Effective Date: 25th May 2018

Privacy Policy

This privacy notice discloses the privacy practices for Renard École de Danse (Jessica Raynor) and our website; <http://www.renardecolededanse.com>.

This privacy notice applies solely to information collected by this website and by school administration/employees, except where stated otherwise. It will notify you of the following:

- What information we collect;
- With whom it is shared;
- How it can be corrected;
- How it is secured;
- How policy changes will be communicated; and
- How to address concerns over misuse of personal data.

Information Collection, Use, and Sharing

We are the sole owners of the information collected by the school and via the school's website. We only have access to information that you voluntarily communicate to us via email, registration form or other direct contact. We will not sell or rent this information to anyone. We will use your information to respond to you, why you contacted us, and to contact you about any other important information about RED courses. We will not share your information with a third party, other than the Royal Academy of Dance, in the context of ballet exam organisation; in which case, certain information will have to be transmitted concerning the candidates for the examinations.

Unless you ask us not to, we may contact you via email in the future to tell you about new classes added to the timetable, new class locations, information concerning holiday camps, performances, and/or changes to this privacy policy.

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address provided on our website:

Jessicarenard2017@outlook.com

You can also contact us concerning the following information:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Registration

In order to join classes at Renard École de Danse, a user must first complete the registration form. During registration a user is required to give certain information (such as name, date of birth, gender, telephone number, important medical information and/or injuries and email address/es). This information is used to contact you about the classes at the school in which you have expressed interest.

Security

We take precautions to protect your information. When you submit sensitive information to use via email or by using the inscription form, your information is protected both online and offline. We also protect your information offline. Only employees who need the information to perform a specific job (e.g. billing, entering students for examination, contacting parents/guardians in case of emergency and/or change to class times) are granted access to personal information. The computers/servers on which we store personally identifiable information are kept in a secure environment.

Links

Our website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personal information.

Notification of Changes

In the event of changes to the privacy policy, all students/parents/guardians linked to Renard École de Danse will be notified by written contact (email) two weeks before changes will come into place. It is highly recommended that these changes are read and understood. In the event of non-agreement with certain changes, it is required to contact the school via written communication (email, signed-for letter) in order to deal with the situation quickly and efficiently.

Privacy statement

Any information transmitted to Renard École de Danse teachers and employees will be used solely for the following reasons:

- To communicate with parents/guardians/students in the event of changes to class timetable or hours. For example: class cancelled/changed due to teacher illness, extreme weather conditions, unforeseen circumstances, etc.
- The age and date of birth of a student will be used to place the student in the correct age group/class level.
- Any sensitive medical information will be used solely for the purpose of preparing classes appropriate to the students' needs.
- Any sensitive bank information will be used solely in the event of reimbursements.
- To inform parents/guardians/students of any new classes added to the timetable, changes to school rules, information regarding uniform, examinations, performances, holiday camps and any other promotional information concerning the school.
- Respond to any administrative and tax obligations to which the ballet school would be subject under Belgian law.
- To process examination entries with the Royal Academy of Dance.
- Photos/videos taken of classes and/or performances will be used for promotional use only via our Facebook page, Twitter page, and our website. Written permission is always asked before any photos/videos are taken for such purposes. This permission can also be withdrawn at any time via written communication with the school (email, signed-for letter). Photos/videos will never be shared with a third party and will be stored securely on the school computer.

How long we intend to keep your personal data

Any information sent to us will only be used during the duration of the student's course. The information will be stored during the calendar year in which the student took the courses AND the following calendar year. In case of re-enrolment for the next term / school year, you will be asked for your written permission to continue to use your personal information (via a consent form which can be found on the website or in paper form in all our locations).

How your personal data will be protected

All personal data collected by "Renard School of Dance" will be kept safely on the school computer. This information is never put online and never sent to third parties without your permission (especially and only in case of transmission to the Royal Academy of Dance for Ballet exams). Hard copies of personal data are also kept in the school filing system.

In the event of a data breach

The General Data Protection Regulation (GDPR) requires data controllers to notify any data leak to the competent supervisory authority (in Belgium, this is the Data Protection Authority - ODA) and in some cases, the persons concerned by the leak, 72 hours at the latest after having read it.

A data leak is called in the RGPD a personal data breach and is defined as a security breach resulting in accidental or unlawful destruction, loss, alteration, unauthorized disclosure of the data, personal data transmitted, stored or otherwise processed, or unauthorized access to such data (Article 4, 12) GDPR).

Here are some examples:

- The loss or theft of a USB stick containing a copy of the customer database;
- The encryption of personal data by ransomware (and there is no copy available); encryption of personal data by the controller, but the controller has lost the key and is therefore unable to decrypt.

Data controllers are required to notify any leaked data to the supervisory authority, unless the breach in question is not likely to create a risk to the rights and freedoms of individuals (RGPD Articles 33 and 34). Failure to notify a data leak may result in a penalty.

The reporting of a data leak is an obligation of the controller, but the processor must provide assistance in complying with this obligation. He/she must inform the controller as soon as he/she becomes aware of the data leak.

Source: [Regulation \(EU\) No 2016/679 of the European Parliament and of the Council of 27 April 2016](#)