



Data protection policy

Cirencester Dance Club (CDC) takes data protection very seriously. This policy aims to communicate clearly to all members¹ what data we hold, what we do with it, and how to exercise your rights under the GDPR.

1. All members of CDC are required to register through our website. Registering on the site requires consent for the club to hold certain personal information. This includes the member's name, date of birth, contact details, any medical issues the club needs to be aware of, and parents' details if the member is under 18 or if a parent pays for classes on the member's behalf.
2. This information is necessary for the running of the club, so it is required from all members. The information is used solely for purposes related to the operation and administration of CDC. Your data will not be shared for use by any other organisation for any other purpose unless required by law or specified in this policy. CDC's usage includes emailing club news, contacting members about cancelled classes, etc.
3. CDC may occasionally contact you regarding events and initiatives that we wish to run or new classes we are starting, if we think you might be interested. If you agree to be contacted in this way when you register, you can change your mind by emailing the Chair, Treasurer or Membership Secretary (NOT teachers). Equally, if you later decide you would like to be contacted, you can email and ask to be added.
4. If members choose to enter exams or take part in public events organised by the club, CDC will use their personal information as required to provide that service. This means that we may share information such as members' names, ages, etc. with the examining board (NATD, RAD, etc.) or in order to compile programmes to be published at public events. If members do not wish CDC to use their personal information in this way, they MUST contact the Chair in writing BEFORE agreeing to take part, as it may not be possible to participate without such information being shared.
5. The club's databases are held on our software provider's servers in the USA. By giving your consent to CDC holding and processing your information as detailed in this policy, you are also consenting to your data being held by our software provider outside the EU.
6. From time to time, CDC may require members' bank information, for instance to process refunds. This information will be deleted/destroyed after use but may remain as a record in CDC online banking facilities and bank statements.
7. Lapsed members' data will NOT be removed from our systems unless requested via email. If you leave the club and would like CDC to remove your information, please email the Chair, Treasurer or Membership Secretary (NOT teachers).
8. If you would like to see what information we hold on you, please email the Chair, Treasurer or Membership Secretary (NOT teachers).
9. By completing the electronic consent statements through our website, you are agreeing to this policy in its entirety.

¹ 'Members' should be read to mean the individual who participates in CDC classes and/or an appropriate adult if the participating individual is under 18 years of age, a vulnerable adult, or if an adult pays for classes on the participating individual's behalf.