

KDA Privacy Policy

KDA values your privacy and cares about the way in which your personal information is treated.

What personal information do we collect about you?

We may collect personal information from you in the course of our business, including through your use of our website, when you contact or request information from us, and generally as a result of your relationship with one or more of our staff.

The personal information that we process includes:

- Basic information, such as your name, student's name, date of birth and medical information
- Contact information, such as your postal address, email address and telephone numbers
- Information you provide to us for the purposes of attending meetings and events, such as dance lessons, examinations and competitions
- Personal information provided to us by you in the course of us providing services to you, which may include special categories of data
- Any other information relating to you which you may provide to us

How we obtain your information

- We collect information from you as part of our registration process and about you and others as necessary in the course of providing our services
- We collect your personal information while monitoring our technology tools and services, including our website and through email communications sent to and from KDA
- We gather information about you when you provide it to us, or interact with us directly, for instance engaging with our staff

How we use your personal information

KDA collects and processes personal information about you in a number of ways, including through your use of our website and in the provision of services by us. We use that information:

- To provide and improve our services to you
- To provide information requested by you
- To promote our services, including sending updates, publications and details of events
- To manage and administer our relationship with you
- To fulfil our legal obligations, including establishing, exercising or defending legal claims

On what basis we use your personal information

We use your personal information on the following basis:

- To provide you with our services
- For the establishment, exercise or defence of legal proceedings
- To comply with legal obligations
- For legitimate business purposes

How long we keep your information

We will only retain your personal data for as long as necessary for the purpose for which that data was collected and to the extent permitted by applicable laws. When we no longer need to use

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personal information, we will remove it from our records and systems so that you can no longer be identified from it.

How we deal with children's privacy

We will never knowingly collect personal information from individuals under the age of thirteen (13) years without first obtaining verifiable parental consent. If you are under the age of 13 you should not provide information to us. If we become aware that a person under 13 has provided personal information to us without verifiable parental consent, we will remove such personal information from our files.

Who we share your personal information with

We may share your personal information with certain trusted third parties in accordance with contractual arrangements in place with them, including:

- Our professional advisers and accountants
- Third parties involved in hosting or organising examinations, events, or competitions

Where necessary, or for the reasons set out in this policy, personal information may also be shared with courts, tribunals, government agencies and law enforcement agencies. While it is unlikely, we may be required to disclose your information to comply with legal requirements. We will use reasonable endeavours to notify you before we do this, unless we are legally restricted from doing so.

KDA may use social media such as Facebook and Instagram. If you use these services, you should review their privacy policy for more information on how they deal with your personal information. We do not sell, rent or otherwise make personal information commercially available to any third party.

How we protect your information

We take appropriate measures to help protect your personal information in our custody and control from unauthorised access, use, disclosure, alteration or destruction consistent with applicable data protection laws.

Your rights regarding personal information

The European Union's General Data Protection Regulation and other applicable data protection laws provide certain rights for data subjects.

You are entitled to request details of the information we hold about you and how we process it. You may also have a right in accordance with applicable data protection law to have it rectified or deleted, to restrict our processing of that information, and to stop unauthorised transfers of your personal information to a third party.

If you object to the processing of your personal information, or if you have provided your consent to processing and you later choose to withdraw it, we will respect that choice in accordance with our legal obligations.

Your objection (or withdrawal of any previously give consent) could mean that we are unable to perform the actions necessary to achieve the purposes set out above (see 'How we use your personal information') or that you may not be able to make use of the services offered by us. Please note that even after you have chosen to withdraw your consent we may be able to continue to process your personal information to the extent required or otherwise permitted by law, in

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particular in connection with exercising and defending our legal rights or meeting our legal obligations.

You also have the right to lodge a complaint with the local data protection authority if you believe that we have not complied with applicable data protection laws.

We must ensure that your personal information is accurate and up to date. Therefore, please advise us of any changes to your information by emailing us as soon as possible.