

# Privacy Policy

We are Alton Dance Ltd; trading as the Joneses Studio. This is our privacy policy, explaining what data we collect, why we collect it and how we use it. This applies to anyone who we hold data about. If you have any questions about how we treat your data, please do not hesitate to ask. You can email us at [info@thejonesestudio.com](mailto:info@thejonesestudio.com).

## DATA USE

We collect and store your personal data in order to provide the best service we can and improve the service we provide. We collect data from you when you speak to us in person or on the telephone, when you write to us, through emails and sign-up newsletters. We do not share or sell your data.

Everyone who works for Alton Dance Ltd has responsibility for ensuring data is collected, stored and handled appropriately. Data should not be shared informally.

## DATA STORAGE

Data stored will be a combination of physical, computer and cloud based storage to ensure your data is stored safely. We do not engage third parties to store data. We retain your data for no longer than necessary to provide the services you have asked for. If data is printed it will be stored in a secure filing cabinet and will not be left where unauthorised people can access it. Data printouts will be shredded and disposed of accordingly when no longer needed. When stored electronically, data will be protected by strong passwords, as well as approved security software and a firewall.

## YOUR DATA RIGHTS

All individuals who are the subject of personal data held by Alton Dance Ltd are entitled to ask what information is held about them and why, ask how to gain access and correct data and ask how the company is meeting its data protection obligations. We are committed to keeping you informed in a clear and transparent manner regarding the use, collection and disclosure of your personal information. You have the right to "be forgotten." You can have

your personal information deleted from our system subject to certain limitations. These limitations include when your personal information is necessary to fulfil our contractual obligations to you or under a legal requirement such as defence of legal claims. You have the right to request a copy of your information. This can be done by means of a Subject Access Request; there is no charge for this service.

If you believe that we are processing your data incorrectly, inaccurately, unlawfully, or otherwise improperly, you may restrict our processing of your personal data. You may restrict or opt-out of processing at any time. If your questions or concerns are not addressed in this privacy policy please contact us via [info@thejonesesstudio.com](mailto:info@thejonesesstudio.com).