

## DANCEBUZZ PRIVACY POLICY

### What information we collect and how

1. Information including your name, address, phone number, email address, when you first book into a taster class, course, private lessons or workshop at Dancebuzz
2. We collect information relating to your course attendance and course subscription status.
3. In order to process credit or debit card transactions it may be necessary for the bank or card processing agency to verify your personal details for authorisation outside the European Economic Area (EEA). Such information will not be transferred out of the EEA for any other purpose.
4. Anonymised IP address data – a string of numbers unique to a computer, rather than to an individual – is recorded by our web server when you request any page or component on the Dancebuzz website. This information is used to monitor usage of the Dancebuzz website.
6. Browser data is recorded on behalf of Dancebuzz website by studio management software Mindbody. This allows us to recognise your preferred settings and saves you from re-entering information on return visits to the site. Such data is recorded locally on your computer through the use of most browsers can be programmed to reject, or warn you before downloading cookies. Information regarding this may be found in your browser's help facility. You can also delete cookies from your browser to remove any stored data.

### What do we do with your information

Any personal information we collect from you will be used in accordance with the General Data Protection Regulation (GDPR) May 2018

While we may use third party services to carry out Dancebuzz business administration activities, such as the processing and sorting of data, website analytics and broadcasting emails, we will never allow your data to be shared with another company or organisation for their use.

### How will the details we collect be used

1. To register you for classes, courses and workshops, and to process payments.
2. To keep a record of your attendance and course subscription status.
3. To communicate by email with you. These email communications include receipts for your purchases, information about classes, courses, private lessons and workshops, and reminders about classes, courses, private lessons and workshops you have signed up for. We may also contact you when your course is coming up for expiry and what to do next, as well as to inform you of any last minute changes to your regular classes or venue.

## Your rights

You have the right to request a copy of any information that we hold about you within one month. If you would like to access this information please contact us in writing.

You also have the right to request the removal of any information that we hold about you.

Dancebuzz

Carlton Court

2B Blenheim Gardens

London NW2 4NS

Tel: 020 30 868 133

Email: [hello@dancebuzz.co.uk](mailto:hello@dancebuzz.co.uk)

## OTHER WEBSITES

This privacy policy only covers this website. Any other websites which may be linked to by our website are subject to their own policy, which may differ from ours.