

LITTLE STARSHINE BALLET

PRIVACY POLICY

For classes, enquiries, bookings and related Little Starshine Ballet activities

Last updated: 13 August 2026

PRIVACY SUMMARY

- We collect only personal information that is reasonably needed to manage enquiries, bookings, classes, safety and administration.
- Health, allergy and additional needs information receives extra protection and is used only where relevant to a child's safety, wellbeing or participation.
- Photography, video and marketing choices are separate from the child's class place and can be changed for future use.
- We do not sell personal information.

1. Who This Policy Applies To

This Privacy Policy applies to personal information used in connection with Little Starshine Ballet, including enquiries, registrations, private classes, events, payments, communications and other activities operated directly by Little Starshine Ballet.

Where a school or another organisation administers a Little Starshine Ballet activity, that organisation may also collect and use information under its own privacy notice. This policy applies to personal information that Little Starshine Ballet receives and holds.

2. Who Is Responsible for Your Information?

Little Starshine Ballet is responsible for the personal information it collects and uses for its own activities.

Privacy contact: tracy@littlestarshineballet.co.uk

3. Information We May Collect

Depending on the enquiry, booking or activity, we may collect:

- The child's name, date of birth or age, class, attendance and booking information.
- Parent or carer name, email address, telephone number and relationship to the child.
- Emergency contact details where relevant.
- Medical conditions, allergies, injuries, medication and other relevant health information.
- SEND, sensory, mobility, emotional, behavioural or other support information provided to help us support the child.
- Photography and video preferences, marketing preferences and other consent choices.
- Payment, transaction and refund information.
- Relevant communications, enquiries, complaints, accident, incident or safeguarding records where necessary.
- Technical information associated with website use where this is collected by our website or service providers, for example basic device, browser, security or cookie information.

4. Why We Use Personal Information

We use personal information only for clear purposes connected with Little Starshine Ballet. These may include:

- Responding to enquiries and managing registrations, bookings, attendance and payments.
- Contacting parents and carers about classes, changes, rebooking and other information connected with an existing booking.
- Providing safe and appropriate support for children.
- Managing emergencies, first aid, collection arrangements, accidents, incidents and safeguarding.
- Maintaining appropriate business, insurance, tax and legal records.
- Handling complaints, disputes or legal claims.

- Using photographs or videos where the relevant permission has been given.
- Sending marketing about future Little Starshine Ballet opportunities where a parent or carer has chosen to receive it.
- Maintaining the security, functionality and administration of our website and booking systems.

5. Our Lawful Bases

UK data protection law requires us to have a lawful reason for using personal information. The basis depends on the information and what we are doing with it.

- Contract: for information needed to arrange, administer and provide a booking or paid service.
- Legitimate interests: where reasonably necessary to operate Little Starshine Ballet, communicate about services, keep appropriate records and support the safe delivery of classes, provided those interests do not override the rights and interests of the child or parent.
- Legal obligation: where information must be used or retained to comply with tax, safeguarding, regulatory or other legal requirements.
- Consent: for optional uses such as certain photography, video or marketing activities where consent is the appropriate basis.
- Vital interests: where information needs to be used to protect someone in a serious emergency.

Where consent is used, it can be withdrawn for future processing. Withdrawal does not make earlier lawful processing unlawful.

6. Health, Medical and Additional Needs Information

Information about health may be special category personal data and receives additional legal protection. We only ask for information that is relevant to a child's safety, wellbeing, participation or support.

For routine health and support information provided for safe participation, we will identify an appropriate lawful basis and a separate condition for using special category data. Where appropriate this may include explicit consent from the parent or carer acting for the child. In an emergency, safeguarding matter or another situation covered by law, a different lawful condition may apply.

If information needed for a child's safety is withdrawn or cannot be used, we may need to discuss whether and how the child can safely continue attending.

7. Accident, Emergency and Safeguarding Information

If an accident, medical emergency, safeguarding concern or serious incident occurs, we may create and retain an appropriate record and may share relevant information with emergency services, medical professionals, safeguarding organisations, insurers, professional advisers or authorities where this is necessary and lawful.

Consent is not always required to use or share information for safeguarding. We will only use or share what is reasonably needed for the purpose.

8. Photography and Video

Photography and video permission is requested separately from the child's general class booking unless a particular activity clearly states otherwise.

Where permission has been given, photographs or video may be used by Little Starshine Ballet for purposes such as the website, social media, class communications and promotional materials, according to the permission provided.

A parent or carer may change their preference for future use by contacting us. Withdrawing permission cannot always remove material that was lawfully published or distributed before the withdrawal, but we will stop new use where reasonably possible and appropriate.

9. Marketing

Booking a class does not automatically mean that a parent or carer agrees to receive optional marketing. Marketing choices are separate from essential service communications.

Where you choose to receive updates, we may contact you about future Little Starshine Ballet classes, events or related opportunities. You can unsubscribe or ask us to stop at any time. Important messages about an existing booking, such as class changes or payment information, are service communications rather than marketing.

We do not intentionally send direct marketing to young children.

10. Payments

Where payments are made online, payment information may be processed by Wix and the payment provider connected to the Little Starshine Ballet website. We may retain transaction records needed for bookings, accounting, tax, refunds or disputes, but we do not need to hold full payment card details to administer a class booking.

11. Wix, Website Cookies and Other Service Providers

The Little Starshine Ballet website and online forms are hosted using Wix. We may also use trusted providers for services such as website hosting, forms, email, file storage, payment processing and business administration.

These providers may process personal information on our behalf only as needed to provide their service. Where personal information is transferred outside the UK, we will rely on an appropriate legal transfer mechanism or other safeguard required by data protection law.

Our website may use cookies or similar technologies. Where consent is required for non essential cookies, the choices offered through the website will apply. Further information may be provided through the website cookie notice or settings.

12. Information Received from Schools or Other Organisations

Where a school or another organisation helps administer an activity, we may receive information needed to deliver it, such as a register, contact details or relevant support information. The organisation providing that information may be a separate data controller for the information it holds.

Where we receive information from another source, we use it only for the purposes for which it was appropriately provided and in accordance with applicable data protection law.

13. When We May Share Information

We do not sell personal information. We may share relevant information only where there is a genuine need, including with:

- Website, form, communication, storage and payment service providers.
- Authorised teachers, staff or helpers who need information to carry out their role safely.
- A school or host organisation where necessary to administer or safely deliver an activity.
- Emergency services or medical professionals.
- Safeguarding professionals or authorities where appropriate.
- Insurers, accountants, legal advisers or other professional advisers where necessary.
- Government, regulatory or law enforcement bodies where disclosure is required or permitted by law.

14. Keeping Information Secure

We use reasonable organisational and technical measures to protect personal information against accidental loss, misuse, unauthorised access, alteration or disclosure.

Access to children's registration, medical, emergency and safeguarding information is limited to authorised people who reasonably need the information for their role. We also aim to avoid collecting excessive information and ask parents and carers to provide only what is relevant.

15. How Long We Keep Information

We do not keep personal information for longer than reasonably necessary. Retention depends on why the information was collected, legal and tax requirements, insurance requirements, the child's age and whether information may be needed for safeguarding, complaints or legal claims.

- General booking, attendance and contact information is reviewed after a child stops attending and is deleted or anonymised when it is no longer reasonably needed.
- Marketing contact details are kept until consent is withdrawn, the person unsubscribes or the information is no longer needed.
- Financial and transaction records are retained for the period required for accounting and tax purposes.
- Accident, safeguarding, insurance and legal records may need to be kept for longer because different legal and safeguarding retention considerations apply to children.

16. Your Rights and the Child's Rights

Children have data protection rights over their own personal information. Depending on the child's age, understanding and the circumstances, a parent or carer may exercise those rights on the child's behalf.

Depending on the circumstances, you or the child may have the right to:

- Ask for access to personal information.
- Ask for inaccurate information to be corrected.
- Ask for information to be erased where the law allows.
- Ask us to restrict certain processing.
- Object to certain uses of personal information.
- Request data portability where that right applies.
- Withdraw consent where processing is based on consent.
- Raise a concern about how personal information is being used.

Some rights are not absolute. We may need to keep or continue using particular information where there is a safeguarding, legal, insurance or other lawful reason.

17. Automated Decision Making and Profiling

Little Starshine Ballet does not use children's information to make solely automated decisions that have legal or similarly significant effects on them. We do not create commercial profiles of children for advertising purposes.

18. Questions, Requests and Complaints

If you have a question, want to exercise a data protection right or are concerned about how information has been handled, please contact:

tracy@littlestarshineballet.co.uk

We will respond as promptly as possible and within any legal time limit that applies. You also have the right to raise a concern with the Information Commissioner's Office, the UK data protection regulator. Information about making a complaint is available at ico.org.uk.

19. Changes to This Policy

We may update this Privacy Policy when our classes, booking arrangements, service providers or data protection requirements change. The current version will be made available on the Little Starshine Ballet website. Where a change materially affects how we use existing personal information, we will provide appropriate notice before the new use begins where required.

20. A Simple Note for Children

Little Starshine Ballet needs some information so we know who you are, how to contact your grown up and anything important that helps us keep you safe and comfortable. We only use that information when we need it. If you want to know what information we have about you, you can ask your parent or carer to contact us, or you can ask us with their help.

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