KBDA Privacy, Cookies & Terms

Privacy Notice

This notice explains how Karen Blackburn Dance Academy uses the personal information of our students, their parents and carers, and anyone who contacts us.

Who we are

Karen Blackburn Dance Academy (KBDA) is the trading name of KBDA Limited, a company registered in England and Wales (company number 17084546), registered office 1-3-5 The Barracks, White Cross, Lancaster, Lancashire, United Kingdom, LA1 4XQ. We are the data controller for the information described here and are registered with the Information Commissioner's Office (registration number ZB214036). Our classes take place at Hook Community Centre and Elizabeth Hall, Hook, Hampshire.

Questions about your data: admin@kbda.co.uk or 01730 300439.

What we collect

- **Parent or carer details:** name, address, email, phone number, emergency contacts and payment details.
- **Student details:** name, date of birth, school year, classes, attendance, exam and festival entries, results and progress reports.
- **Health and support needs:** medical conditions, allergies, injuries and any additional needs you tell us about, so we can keep your child safe in class.
- **Photos and video:** taken in class, at rehearsals, showcases and festivals, and home-practice videos you send us.
- **Website and enquiry information:** what you send through our contact and enrolment forms, and basic technical data collected by cookies (see our Cookie Policy).

Why we use it, and our legal basis

What we do	Legal basis
Enrolling students, running classes, taking fees, sending term information	Contract
Keeping children safe, recording accidents, safeguarding	Legal obligation and legitimate interests
Using health information to adapt teaching or respond to an emergency	Explicit consent, or vital interests in an emergency
Entering students for exams and festivals	Contract (only when you have agreed to the entry)

What we do	Legal basis
Using photos or video on our website, social media or printed materials	Consent, which you can withdraw at any time
Sending news, workshop and holiday-course offers	Consent, or legitimate interests for existing families (you can opt out at any time)
Keeping financial records	Legal obligation

Photos and filming

We ask for your consent on the enrolment form before using any image of your child publicly. We never publish a child's full name alongside their photo. Home-practice videos sent by WhatsApp are seen only by KBDA teachers and kept on file for reference to support rehearsals while your child is at KBDA. When a student leaves, we will ask whether we may keep their videos as a choreography reference. If you agree, we keep them until you ask us to delete them; if you don't, we delete them. You can ask us to delete them at any time, and we will do so within 5 working days.

Who we share it with

We never sell your information. We share only what is needed with:

- **Our teachers and assistants**, all of whom are DBS-checked and bound by our safeguarding and confidentiality policies.
- **Exam boards** (such as RAD, ISTD, RBS and Rambert) and **festival and competition organisers**, when your child is entered.
- **Services that help us run the school**, which process data on our behalf under their own data protection terms: Membermeister and Jackrabbit Class (enrolment, attendance and billing), Wix (our website and forms), BookWhen (private lesson bookings), Xero (accounts), Google Workspace (email and documents) and WhatsApp (class groups and practice videos).
- **Our accountant, insurers or the authorities** where the law requires it, or to protect a child's welfare.

Some of these providers store data outside the UK. Where they do, they use the safeguards UK law requires, such as approved contract clauses.

How long we keep it

Information	How long
Student and parent records	While your child is enrolled and kept for 2 years after they leave
Financial records	6 years, as HMRC requires
Accident and incident records	6 years after the accident/incident occurs, or until the child turns 21, whichever is later

Information	How long
Safeguarding records	As set out in our Safeguarding Policy
Enquiries from families who don't enrol	12 months
Photos and video used publicly (website, social media, print)	Until consent is withdrawn
Home-practice and rehearsal videos	While your child is at KBDA. After they leave, only with your consent, until you ask us to delete them

Your rights

You can ask to see the information we hold, have it corrected or deleted, restrict or object to how we use it, or receive a copy to take elsewhere. Where we rely on consent, you can withdraw it at any time. Email admin@kbda.co.uk and we will respond within one month.

If you are unhappy with how we have handled your information, please tell us first. You also have the right to complain to the Information Commissioner's Office at ico.org.uk or on 0303 123 1113.

Changes

We review this notice each year. This version was published on 10th November 2026.

Cookie Policy

Our website uses a small number of cookies. Essential cookies keep the site working; everything else only runs if you say yes.

What cookies are

Cookies are small files saved on your device when you visit a website. They help the site work properly and show us which pages are useful.

The cookies we use

Type	What it does	Needs your consent?
Essential	Keeps the site secure, remembers your cookie choice, lets forms and password-protected portals work. Set by Wix, which hosts our site.	No
Analytics	Shows us how many people visit and which pages they read, so we can improve the site.	Yes
Marketing	Lets us show relevant adverts to families on Facebook, Instagram or Google.	Yes

Your choices

When you first visit, a banner asks which cookies you're happy with. You can change your mind at any time using the cookie settings link at the bottom of every page, or by clearing cookies in your browser.

Turning off analytics or marketing cookies won't stop the site from working.

Questions

Email admin@kbda.co.uk. For more on how we use personal information, see our Privacy Notice.

Last updated: 10th November 2026