



## Our Privacy Policy



### Why we collect your data

Our website <http://www.planetleroc.biz>, contains all our details but not everyone wants to go and look for the information. So that we can keep you informed about our weekly lessons, monthly dance events and occasional weekenders (including rare last minute changes to long held plans) we send out details by text message, email and Facebook updates. To make this possible we ask for your email address and / or mobile phone number when you first join our classes. To facilitate the booking of places on our weekender events we also collect home address details and telephone number (which could be a landline number) of attendees.

### How we collect your data

We only use data which has been provided directly by you in any of the following ways:

- When you attend a class for the first time we ask you to complete a registration form to provide us with your name, email address and / or mobile phone number (if available).
  - We keep your name on the register for a 5 year period after your last class attendance.
  - If you have sanctioned the use of your information for mailing / text purposes, we will continue to mail / text you until you unsubscribe.
- Each time you participate in a lesson, we record the fact that you attended on a specific date. This information is held for a calendar year (January to December) and then wiped out, although we retain the number of attendances during the year. We do this for accounting purposes, also because there is a prize for the individual who has participated in the most classes each year. If you continue to attend classes your name will remain on the register, but if you do not attend during a 5 year period we will remove your register entry.
- If you provide an email address we will invite you to join our Facebook group. You do not have to accept the invitation, but if you do, you can change your mind and use the Facebook option to 'Leave the Group' at any time.
- You may, of your own volition, request to join our Facebook group. If you have attended our classes or events i.e. you are a known dancer, then we'll be happy to add you to our membership. If we don't know you then we'll get in touch to check your reason as we don't need members who only want to promote their own goods or interests.
- We will pass your email address to our email distribution service provider. They will contact you for confirmation that your address can be used to receive messages from Planet Leroc and if you agree you will then receive our messages. You can unsubscribe from the Mailing List at any time by using the Unsubscribe option in the messages that we issue.
- We will contact you via your mobile number for confirmation that your number can be used to receive messages from Planet Leroc and if you agree you will then receive our messages. You can unsubscribe from the Text Messaging at any time by replying with a message of 'Unsubscribe'.
- If you didn't provide an email address when you initially registered with us you can either complete a Mailing List request on a paper form or you can subscribe online at [http://www.planetleroc.biz/PL\\_Mail.html](http://www.planetleroc.biz/PL_Mail.html).
- To attend one of our teaching Weekender events you complete a booking form which requests your name, address, email and telephone number of yourself and name of your

room-mate and their address if different from your own. This enables us to allocate rooms for you as requested and provides us with contact details if there are issues. We keep these forms for 13 months.

- For our teaching Weekender events, dining tables are arranged by the attendees in advance of the event or we create a draft arrangement based on previous event tables and confirm with attendees on arrival. To create a reasonable draft arrangement we keep table details for 13 months.
- To attend one of our Charity Weekender events you complete a booking form which requests name, address, email and telephone number of yourself and name of your table-mates and their email or telephone details if different from your own. This enables us to allocate rooms and tables for you as requested and provides us with contact details if there are issues. We keep these forms for 13 months.

### **Sharing your data**

We lodge your email address with our email distribution service provider. They facilitate our email communication with you and will confidentially retain your email address until you unsubscribe from the service. We do not pass your details on to any other organisation, not even to other dance groups.

### **Know your rights**

You have rights to your personal data, and on request we can provide you with all the information we hold about you:

- Name
- Address (Weekender bookings only)
- Landline Number (Weekender bookings only)
- Mobile number
- Email address
- Dates participated in a class this year
- Total number of class evenings participated in during the previous 5 years.
- Year joined

If you want any of this information updated or deleted, please contact Jax on 07950 814973 or E-Mail [jackie\\_planetleroc@msn.com](mailto:jackie_planetleroc@msn.com)