



## TERMS & CONDITIONS

The Dance Academy, hereby known as TDA.

This policy applies to Parents, Students, Teachers and Volunteers of TDA.

- Students have 6 weeks from their first class to obtain the appropriate uniform.
- Students must give 6 weeks notice to withdraw from any class.
- All class fees must be paid within 30 days of receiving the invoice.
- Parents/Guardians must be responsible for the students before and after class.
- No photographs or videos are to be taken by unauthorised individuals during classes or performances.
- Students must adhere to the TDA School Rules at all times (see TDA School Rules document).

## PRIVACY NOTICE

### What data do we collect?

Personal data is any information that can identify a natural person. We may collect, use, store and transfer different categories of personal data to enable us to deliver our services, as follows:

- Data about your identity including first name, last name, title, date of birth and gender;
- Data about your contact details including email address, landline telephone number and mobile phone number;
- Data relating to your marketing and communications choices including what method you would like to receive marketing and how frequently;
- Data in the form of digital images such as photographs and videos; and
- Special categories of personal data including information about your health that we may need to know in case of an emergency or to provide appropriate pastoral care.

### Why do we collect this data?

For each of type of personal data that we collect, we process it for one of the following reasons;

- We have a legitimate interest as a business;
- We have your consent (which you can withdraw at any time); and
- We have a legal obligation to process the data.

If you don't provide us with the data we need then we may not be able to perform a duty of care to you or your child.

### How do we use the data?

The information we collect helps us to be able to provide the best care and support for our students.

We use the information collected, for example, to:

- Verify your identity;
- Monitor student registrations and attendance;
- Ensure a suitable learning environment;
- Provide appropriate care in the event of a medical emergency;
- Contact the nominated individual(s) in the event of an emergency;
- Create promotional material for TDA;
- Tell you about changes to timetables, classes or services offered by TDA.

By consenting to this notice, you are giving us permission to process your personal data specifically for the purposes identified.

Where we are asking you for sensitive personal data, we will always tell you why and how the information will be used.

You may withdraw your consent at any time by contacting Ruth De Arez Cintra (TDA Principle) or by sending us a message via [thedanceacademy.tda@gmail.com](mailto:thedanceacademy.tda@gmail.com).

### How long do we hold the data for?

Unless there is a specific requirement for us to keep your information longer, we will keep your information for as long as it is necessary for the purpose for which it was collected.

### Changes, emergencies, other

It is important that the personal data we hold about you is accurate and current. It's your responsibility to keep us up to date if you want to make any changes to your personal data. These changes must be submitted in writing to Ruth De Arez Cintra (TDA Principle) via email to [thedanceacademy.tda@gmail.com](mailto:thedanceacademy.tda@gmail.com).

TDA may share your information with the emergency services, in order to carry out our public duty or where it is in the pupil's vital interest. We will not pass on your personal data to any other third parties without first obtaining your consent.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection laws.

### Complaints

We take any complaints very seriously; if you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about TDA, please raise this with us in the first instance. To make a complaint, please contact Ruth De Arez Cintra (TDA Principle) or send us a message via [thedanceacademy.tda@gmail.com](mailto:thedanceacademy.tda@gmail.com).