

TERMS OF ENROLMENT - TUTUTOTS

DATA PROTECTION/PRIVACY NOTICE

This privacy notice is in place to inform our customers how Danscentre use and protect their personal data. Danscentre is committed to protecting your (including your dependents' personal information. We are committed to providing a safe environment for all our customers, employees, casual and freelance workers and everybody who comes into contact with us, both physically and virtually (online). This Privacy notice relates to the use of any personal information provided to us online or via application forms, telephone, email exchange, letters or correspondence.

Who are we?

Danscentre acts as the data controller for the purpose of Data Protection Law.

Registered Address:

89-91 Hutcheon Street

Aberdeen

AB25 3RS

When do we collect personal data?

The term 'personal data' is any information relating to an identified or identifiable living individual.

When you participate in or sign up to any of the Danscentre classes, activities or workshops we may collect and store personal information about you.

- We may collect personal data when you:
- Complete an enquiry form on the website
- Enrol in a Danscentre class or workshop
- Contact us via Facebook
- Respond to a survey or online form
- Visit us and/or speak to a member of staff or a volunteer

What personal data do we collect?

- The type of information we collect depends on the reason for your relationship with us.
- We may collect and hold:
- Your full name
- Your contact information including email address, telephone number and postal address
- Your contact preferences
- Medical information if the parent/guardian considers it necessary to disclose in order for safe and effective dance training.
- Financial information
- Invoice and payment history
- Demographic information
- Other information relating to surveys or feedback
- Pupil information including photographic images taken during your training here at Danscentre

We do not collect special category personal data from our customers relating to their health, race, religious beliefs and political opinions unless there is a clear reason for doing so, such as providing additional access requirements at an event, course or performance. We only use this information to ensure we provide the best possible level of service and enable you to continue engaging with us.

Depending on your settings or privacy policies for social media like Facebook, LinkedIn, Instagram or Twitter, you may give us permission to access information from those accounts or services.

How we may use your personal data?

We always endeavor to be fair and transparent with how we use your information and ensure at all times that your information is protected.

The personal data you provide may be used:

- To provide a service or fulfil a purchase
- To process payments by debit/credit card or by setting up direct debits
- To invite you to participate in relevant surveys
- For marketing purposes when specific consent has been given
- To better understand your preferences in order to tailor our communications to suit your interests
- To analyse and improve the services we may provide
- For security purposes
- To act in accordance with the School's Child Protection Policy

We will not hold more information than required and will ensure all personal data held is kept up to date and used only for its specific purpose(s) outlined in the policy. The retention policy will vary according to the purpose and may be contingent on circumstances when required to keep the data on the grounds of legal obligation and legitimate interest.

We will not sell, rent, trade or distribute your personal data to any third parties for marketing purposes unless we have received your prior permission to do so. Data may be shared with trusted service providers who are authorised to act on the School's behalf and have entered into data processing agreements with us. These services may include payment processing, event ticketing, database services, examination awarding bodies, website hosting and email delivery services. In these circumstances your data will only be used for the agreed purpose relating to the service that they are providing. We do not transfer any personal data to countries outside of the European Economic Area (EEA).

Legitimate interest

We may occasionally hold or use personal data on the grounds of 'legitimate interest'. In broadest terms, this means that we can process personal information if we have a genuine and legitimate reason and we are not harming any of your rights and interests.

Before using this basis, we carefully consider and balance any potential impact on you and your rights.

How we protect your personal data?

All information you provide to us is stored on our secure servers. Any personal information retained is kept confidential and stored in a secure, password protected, database that is only accessible by relevant members of staff.

We will take appropriate technical and organizational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to School systems. All staff are aware of the privacy policy and their duties under Data Protection Law and continue to receive relevant training.

Your rights

Wherever you are asked to submit personal data there will be an option for you to select the type of communications you wish to receive. You have the right to update your preferences at any time by contacting us at enquiries@danscentre.com

The accuracy of your personal data is important to us and you have the right to update the personal data that we hold. Please help us keep our records up to date by notifying us when your personal data changes.

If you ask for your data to be removed, we will keep the minimum amount of information to ensure we adhere to your request. Please note however that we may have a lawful reason to hold or use the personal data in question which does not require consent.

You have the right to ask us not to hold or use your personal data however this does mean we may not be able to provide you with the full range of services that are offered.

Under the Data Protection Act 1998, or after 25 May 2018, the General Data Protection Regulation, you have the right to request full details of your personal data that is held by us. To make this request please contact michelle@danscentre.com, including a description of the information you would like to see together with proof of identity.

Updates to this notice

We will update this notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

TERMS AND CONDITIONS - Tututots

Class rules/regulations

- Contingency Teaching Strategy: We operate a blended model of learning. If for any reason face to face teaching is restricted (e.g. Pandemic, adverse weather conditions, Government guidelines, force majeure) we will revert to the full use of Danscentre's Google Classroom where the format of learning will be a blend of recorded, live online and face to face teaching depending on the context of the circumstances.
- The School is not responsible for children left unattended between classes, before or after their class. Tututots pupils must not be left unattended at any time within the venue. Danscentre accepts no responsibility for any child left unattended at these times.
- Eating is strictly forbidden in class, although students may take water during class.
- All jewellery must be removed before class: exceptions made for religious reasons.
- Children with any injury that prevents them from participating safely cannot physically take part in class.
- Children enrolled in Tututots must attend with a Parent/Carer, who is expected to participate in class and supervise their own child within class time.
- Danscentre will not tolerate any verbal abuse and/or aggressive behavior towards teachers, members of staff or fellow students and parents.
- The principals reserve the right to temporarily exclude any child from any class, whose misbehavior is felt serious enough to warrant such measures. No refund of fees will be issued.
- The principals reserve the right to exclude any child from any class, whose parent/carer shows disregard for Danscentre Policies and Procedures. No refund of fees will be issued.
- In winter, if the snow is bad enough to inhibit travel and schools are closed, classes may have to be cancelled and the contingency strategy will be employed. Check emails/our Facebook for updates on any closures throughout the day. N.B. Normal snow conditions will not affect classes.
- Parents are not permitted to photograph or video children in classes at Danscentre. The teacher may allow you to take individual photos of your own child. You must ensure you do not share any images of children other than your own within a Danscentre class or workshop.
- Parents must ensure that any child within their care behaves appropriately within and around the grounds of Danscentre's venues. Parents and guardians will be held responsible for any damage caused.
- The school is not responsible for items left in changing rooms/waiting areas. Please do not take valuable items to any of our venues. Lost property is kept for one term. Please contact the office for any items that are lost.

Expected behaviour within dance class

The following list represents expected behaviour for all students attending dance classes.

- Listen and respect the teachers' opinions and guidance
- Be courteous to all staff at all times
- Work with motivation and commitment
- Accept and expect feedback
- Arrive on time
- Dress appropriately to the style of the class
- Show respect for each other as individuals

- Enjoy the success of others
- Respect Danscentre's property as well as other students' property
- Be considerate of others needs and rights to learn
- Work cooperatively within a group

Medical conditions

We must be informed in writing prior to commencement of any medical condition your child may have e.g. asthma which may affect his/her ability to dance or perform in class. Post commencement, any changes or updates should be communicated to the school as soon as possible.

Fees/Refunds

Tututots fees are paid on enrolment via our website. Refunds will not be issued under any circumstances except in the case of long term absence due to injury. This will be dealt with on an individual basis.

Policies

Information and copies of the policies listed below are available at Danscentre. These can be viewed at Danscentre, Hutcheon Street Aberdeen. If you wish to view these please contact us.

- Health and Safety
- Child Protection
- Health and Nutrition
- Appropriate Physical Contact in Dance
- Anti-Bullying
- Data Protection/Privacy Policy
- Grievance/Malpractice Procedure
- Equal Opportunities Policy

Mobile Phone Policy

The use of mobile phones for filming or taking photographs is strictly prohibited within Danscentre unless instructed directly by a teacher for a specific purpose of learning and/or as an educational tool within the dance studio.

Please note that mobile phone use of cameras within changing rooms and our reception area is strictly prohibited. In the past, people have used apps such as FaceTime/Tik Tok/Snap Chat to make calls or social media posts in the changing areas which has led to complaints and concerns about privacy.

Social Media

Occasionally carefully selected photos and videos may be taken for publicity purpose; these may be used on our website and social media. Select your preference for use of videos and images in this way from the drop-down list below.

Email

Please select your preference for contact by email using the drop down list below. By selecting 'YES' you agree to Danscentre sending you information relevant to your child's dance training via email.