

ESTABLISHED 1981



BALLET / TAP / MODERN / CONTEMPORARY / JAZZ / MUSICAL THEATRE / ACRO / PILATES

DEDICATED TO DANCE

## Privacy Statement

Preservation of your/child's privacy is important to The Sarah Anne Westcott Dance Studios and we are committed to letting you know how we use your/child's personal information and to making responsible use of your/child's data.

- Information about you/your child

We will only collect personal information from you when your child starts classes at The Sarah Anne Westcott Dance Studios. This will include, but is not limited to, your name, address, email and telephone number. Your child's date of birth and relevant medical information will also be required.

- Our use of this information

Your/child's personal information will be used for the following, but not limited to, reasons; to process examination entries, to relay information regarding classes, to make payment enquiries.

- Security

We will take reasonable precautions to prevent the loss or misuse of information you give us. Where communications are sent by email, these will not be sent encrypted. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communication being virus free.

- Other information

Your/child's information will be removed from our database one year after cessation of classes been taken. If you would like us to update any information held, please email us at [sarahannedance@btconnect.com](mailto:sarahannedance@btconnect.com)

This privacy policy will be reviewed on a yearly basis.

**CONTACT:** [sarahannedance@btconnect.com](mailto:sarahannedance@btconnect.com)

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