

# **CATHERINE CASEY SCHOOL OF DANCE**

## **PRIVACY POLICY**

### **Privacy.**

When you register with the Catherine Casey School of Dance, the information we may collect from you includes your name, address, child's name, date of birth, telephone numbers, email addresses, home address, emergency contact info, photography/videography consent, as well as any medical information & allergy information deemed necessary by the school.

It may also include details of the classes and services we provide to you as well as the status of your enrolment. We collect information directly from our students/their parent/guardians so that we can provide information, services and products to you and to administer as well as manage invoicing and billing.

In the event that we are required by an external agency to provide info (for example as required by some theatres venues & examination boards) you will be notified by email in advance exactly what information is being passed on.

We will never share or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in paper or electronic form and is accessible only by authorised personnel.

If you would like to know what information we hold about you or wish to update the information, please email the school at [ccaseyschoolofdance@gmail.com](mailto:ccaseyschoolofdance@gmail.com).

Information will be kept for the duration of time that you or your child is a student with us & for up to three months after. Photo consent is held for so long as is required by the school.

Data audits are carried out quarterly & information removed as appropriate.

If at any point you would like to see what info is held please don't hesitate to contact us.