



BALLET AND MODERN DANCE ACADEMY

## PRIVACY POLICY

The privacy of your personal information is very important to Nane Danza. We will not share your personal information with any third party. We will take special care to protect the privacy and security of your information. This policy explains our information practices and the way that Nane Danza collects and uses your information. This Privacy Policy covers the information you provide to us via e-mail, via our website or via other educational organization that hires our services.

### Contact details:

Administrative address: Slotplein 78, 2902 HR, Capelle aan den IJssel.

E-mail: [nane.danza@gmail.com](mailto:nane.danza@gmail.com)

Telephone number: 06 18 18 07 09

Website: [www.nanedanza.com](http://www.nanedanza.com)

Transparency and communication with our customers are very important. Before or at the time of collecting personal information, we will identify the purposes for which information is being collected. We will collect and use personal information only with the objective of fulfilling administrative purposes specified by us (such as registration and invoicing), important information regarding the activities you are subscribed and for other promotional purposes when you give your consent for it.

### Which kind of information do we process?

When you register for activities at Nane Danza, we collect contact and administrative information such as guardian names (for students under 18), addresses, phone numbers, emergency contacts, e-mail address (for invoicing) and student information such as student names, birthdays, medical conditions, and your comments. Some of the information is required and is noted with a red asterisk on the forms. This information is needed to manage the studio business and understand better our customers. Under no circumstance, Nane Danza will handle sensitive information such as bank accounts. Your information will not be used or sold for any other purpose, except for the purposes mentioned in this policy.

### How do we collect information?

When you register for the activities at our studio via our website (by filling in the registration form), we collect personal information you provide us, such as your name, address, email address, phone number, the name of the student, birthday, permission / not permission to use photo or video material. Our

company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell you our products and services (through the registration forms). If you prefer to handle your information directly to us, we can also collect the information that you provide to us via email, be aware that you must provide explicit agreement with our terms and conditions, pay special attention to Articles 7 and 9.

In case of students registered to an ASA (After School Activity) at the European School The Hague, we will only receive the final registration/assistance lists and contact information provided by you via their registration system. We block by default any permission of photo or film material.

### **For what purpose and on what basis we process your personal data?**

We collect personal and non-personal information for the following purposes:

- Register your participation to an activity and create attendance lists.
- Handling your payment.
- Managing our financial administration
- To be able to send our lessons and activities offer, and special promotions of Nane Danza.
- Inform you about changes to our services and products.
- To contact you with important information regarding to the activity you are enrolled to.
- To coordinate important information about drop off and pick up procedures and permissions for underaged students.
- To comply with applicable laws and regulations.

We will collect and use of personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes.

### **Legal requirements.**

We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned. We can process your information to comply with our legal and administrative obligations, it can be revised only by the competent authorities (such as tax authorities). We will only retain personal information as long as necessary for the fulfillment of those administrative purposes, up to seven years. After that It will be deleted.

Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up-to-date.

We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.

We will make readily available to customers information about our policies and practices relating to the management of personal information.

We are committed to conducting our business in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained.

**How can our customers view, correct or withdraw your personal data?**

We understand and respect your privacy. You have the right to view, correct or delete your personal information at any time. If you do not want us to process your personal data, contact us at [nane.danza@gmail.com](mailto:nane.danza@gmail.com) with the purpose of your request and a proof of identity (such as passport or ID card). If you

We reserve the right to modify this privacy policy at any time, therefore, review it frequently. The changes and clarifications will take effect immediately after their publication on the website. We will notify you that it has been updated so that you know which changed has been done.