

PRIVACY POLICY

Effective date: 01/06/2019

LARK Dance Drama & Gymnastics (“us”, “we”, or “our”) operates the www.Larkdance.co.uk website (the “Service”).

This page informs you of our policies regarding the collection, use, and disclosure of personal data when you use our Service and the choices you have associated with that data. Our Privacy Policy for LARK Dance Drama & Gymnastics is managed through Free Privacy Policy Website.

We use your data to provide and improve the Service. By using the Service, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Privacy Policy, terms used in this Privacy Policy have the same meanings as in our Terms and Conditions, accessible from www.larkdance.co.uk

INFORMATION COLLECTION AND USE

We collect several different types of information for various purposes to provide and improve our Service to you.

TYPES OF DATA COLLECTED

PERSONAL DATA

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you (“Personal Data”). Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number
- Address, Postal code, City
- Cookies and Usage Data

USAGE DATA

We may also collect information how the Service is accessed and used (“Usage Data”). This Usage Data may include information such as your computer’s Internet Protocol address (e.g. IP address),

browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

TRACKING & COOKIES DATA

We use cookies and similar tracking technologies to track the activity on our Service and hold certain information.

Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. Tracking technologies also used are beacons, tags, and scripts to collect and track information and to improve and analyze our Service.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

Examples of Cookies we use:

- Session Cookies. We use Session Cookies to operate our Service.
- Preference Cookies. We use Preference Cookies to remember your preferences and various settings.
- Security Cookies. We use Security Cookies for security purposes.

USE OF DATA

LARK Dance Drama & Gymnastics uses the collected data for various purposes:

- To provide and maintain the Service
- To notify you about changes to our Service
- To allow you to participate in interactive features of our Service when you choose to do so
- To provide customer care and support
- To provide analysis or valuable information so that we can improve the Service
- To monitor the usage of the Service
- To detect, prevent and address technical issues

TRANSFER OF DATA

Your information, including Personal Data, may be transferred to — and maintained on — computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

If you are located outside United Kingdom and choose to provide information to us, please note that we transfer the data, including Personal Data, to United Kingdom and process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

LARK Dance Drama & Gymnastics will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

DISCLOSURE OF DATA

LEGAL REQUIREMENTS

LARK Dance Drama & Gymnastics may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal obligation
- To protect and defend the rights or property of LARK Dance Drama & Gymnastics
- To prevent or investigate possible wrongdoing in connection with the Service
- To protect the personal safety of users of the Service or the public
- To protect against legal liability

SECURITY OF DATA

The security of your data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

SERVICE PROVIDERS

We may employ third party companies and individuals to facilitate our Service ("Service Providers"), to provide the Service on our behalf, to perform Service-related services or to assist us in analyzing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

ANALYTICS

We may use third-party Service Providers to monitor and analyze the use of our Service.

CHILDREN'S PRIVACY

Please see our Child Protection Policy

CHANGES TO THIS PRIVACY POLICY

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update the "effective date" at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

CONTACT US

If you have any questions about this Privacy Policy, please contact us:

- By email: info@larkdance.co.uk

By mail: LARK Dance Drama & Gymnastics 22c Bradley fold Trading Estate, Radcliffe Moor Road, BL2 6RT

1. Fees

Class fees are payable half termly, 2 weeks prior to the half term commencing. Failure to do so could result to your child losing their place. All parents must register on our class for kids booking system.

2. Cancelled Lessons

If the teacher is unavailable to give any scheduled lesson, and a supply teacher cannot be arranged, the lesson will be carried forward to another date. If this is not possible, any fee already paid will be refunded. There will be no reduction in fees for lessons missed by the pupil. However, allowance for 2-week holiday will be reduced from you term fees for holidays. Please state of time of booking and our receptionist will reduce half term fees accordingly.

3. Uniform

Uniform is required for all classes, no exceptions. Please see reception for details.

4. Lost Property

Lark Dance Drama & Gymnastics does not take any responsibility for lost property. Anything in lost property will be given to a charity shop at the end of every half term.

7. Photography and Film

The images that we take of our participants may also be used to promote LARK Dance Drama & Gymnastics and could be published on leaflets or on our website. We will not use your child's photograph in this way, without informing you first and obtaining your permission.

- We will not use your child's image for any purpose if it would prejudice the interests of your child.
- We will only use images of pupils who are suitably dressed in uniform or costume
- We will only use the minimum amount of personal information about your child in any publication, such as first name, school name and possibly age, and will never reveal full names (unless appropriate), personal email addresses, home telephone numbers or home addresses.
- We will keep your child's images and personal information secure
- We will not use your child's image for any reason other than those stated, unless we have a legal obligation or power, or have received consent from you.

5. . Mobile Phones

Mobile phones are not allowed in class. Lark Dance Drama & Gymnastics will not take any responsibility for any phones, tablets or electrical devices that are lost, stolen or damaged. Should you need to get in contact with a pupil call the office landline number on 01204399778.

6. . Social Media

Should a staff member find out that a child has been engaging in any form of negative behaviour on social media such as bullying, inappropriate content posted, inappropriate content searches etc, a child maybe asked to leave the dance school.

7. Communication

All communication will be sent via email/text message from our class for kids booking system. Do not contact any staff members personally unless agreed by the teacher. Please do not contact any teacher/staff members between the hours of 9pm and 9am. Please try and keep communication to e-mail/message Facebook page.