

Privacy Policy

RMB Dance Edinburgh is committed to protecting your (including any dependants) personal information. This Privacy Policy explains our information practices and the way that we collect and use your information. This privacy statement relates to the use of any personal information provided to us on line or via application forms, telephone, e mail exchange, letters or correspondence.

Collecting and Sharing Information

- When you register for classes with RMB Dance Edinburgh, we collect contact information such as guardian names, addresses, phone numbers, emergency contacts, e-mail address and student information such as student names, birthdays, medical conditions. This information is needed to manage studio business and will not be used or sold for any other purpose.
- RMB Dance Edinburgh will access your personal information and/or share it with third parties only for the following purposes: (i) as needed for studio business; (ii) if required to do so by law or to comply with legal process; or (iii) to protect the rights, property, or personal safety of RMB Dance customers and the public.

Class4Kids and Communications

- Most communication from RMB Dance (invoices, receipts, news and updates) is emailed to you via the Class4Kids system.
- Emails may also be sent to you directly from the rmb.dance.ed@gmail.com account.
- Emails will go to the email address which you provided when initially signing up for classes.
- Invoices and reminders may be sent via text message, to the mobile phone number you provided when initially signing up for classes.
- If for any reason you wish to change the main person for communication, you should be able to do this via your Class4Kids account, but please let Rachel know if you need support with this.

Safety and Security

- The Class4Kids system is accessed online via Rachel's personal mobile phone. This is only accessed as needed for studio business (e.g to access class registers during classes).
- Class4Kids operates a login/ password system for coaches, and automatically logs out users after a period of inactivity.

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Mobile Phone

- The RMB Dance mobile phone is a separate phone which is used solely for studio business. This phone is kept in the studio during classes, so that you can contact Rachel if needed and she can contact you in case of emergency.
- One contact number for each RMB Dance student (those who attend term-time classes at the Craggs Centre) is saved on the RMB Dance phone.
- The contact name is in the format of your first initial and surname (e.g. R.Barlow).
- Once your child stops being a student, the contact information will be deleted from the RMB Dance phone.

Rights and Responsibilities

- Communication is important for the safe and productive running of RMB Dance business. Therefore, please ensure your contact information, and your child's information, is up-to-date on the Class4Kids system. If you are unsure how to change or update your information or need support, please let Rachel know.
- You have a right to request the erasure of your personal data although there are some exclusions which include: if you owe us fees, if you are a current customer.
- Rachel is responsible for ensuring the privacy of your personal information as specified in this policy.
- Rachel is responsible for keeping this Privacy Policy updated regularly and notifying you of any changes that occur.

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