

## 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.

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 the public.

You have a right to rectify any incorrect data we have for you, so please keep us updated with any changes to your personal information. 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.

In signing up to class, you give permission for photographs/ videos to be taken during class. These will be used for company promotion/ marketing purposes only (including company website and company social media) and no personal information will be disclosed. If you do not wish for photographs/ videos to be taken of your child, or wish to withdraw your consent at any time, please confirm this by email to [rmb.dance.ed@gmail.com](mailto:rmb.dance.ed@gmail.com).

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