

****Preformers Preschool Performing Arts Class – Privacy Policy****

Effective Date: 07/03/2025

****1. Introduction:****

Preformers is committed to safeguarding the privacy of parents and children participating in our preschool performing arts class. This Privacy Policy outlines how we collect, use, disclose, and protect personal information.

****2. Information We Collect:****

a) **Parent/Guardian Information:**

- Names
- Contact information (address, email, phone)
- Emergency contact details
- Billing information

b) **Child Information:**

- Names
- Date of birth
- Health information (if relevant)
- Any special needs or considerations

****3. How We Use Information:****

- a) To facilitate communication with parents/guardians about the class, updates, and emergencies.
- b) To ensure the health and safety of the children during the class.
- c) To process payments and maintain billing records.

****4. Consent:****

a) By enrolling in Preformers preschool performing arts class, parents/guardians provide explicit consent for the collection and processing of their and their child's personal information.

****5. Security:****

a. Preformers employs industry-standard security measures to protect personal information.

b. Access to personal data is restricted to authorised personnel only.

****6. Third-Party Disclosures:****

a) Preformers does not sell, trade, or transfer personal information to third parties.

b) Information may be shared with authorised personnel and regulatory authorities as required by law.

****7. Data Retention:****

a) Personal information will be retained for the duration necessary to fulfil the purposes outlined in this policy.

b) Financial records will be retained in accordance with legal requirements.

****8. Parental Rights:****

a) Parents/guardians have the right to access, correct, or delete their and their child's personal information.

b) Requests regarding personal information can be made by contacting Preformers at rosie@preformers.co.uk

****9. Photography and Promotion:****

- a) Parents/guardians are welcome to take photos or videos of their child during class for personal use only.
- b) Preformers may use class photos for promotional purposes with consent in writing by the parent/guardians.

****10. Changes to the Privacy Policy:****

- a. Preformers reserves the right to update this privacy policy. Any changes will be communicated to parents/guardians.

****11. Contact Information:****

Preformers

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