

The privacy of your personal information is very important to The Creative Dance Company. We will not sell, rent of trade your personal information to any third party. Special care will be taken to protect the privacy and security of your information. This policy explains our information practises and the way that The Creative Dance Company collects and uses your information. This Privacy Policy covers the information you provide to us offline and at The Creative Dance Company website.

## HOW DOES THE CREATIVE DANCE COMPANY COLLECT AND USE MY INFORMATION?

When you register for classes at The Creative Dance Company, 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, and your comments. Some of the information is required and is noted with an asterisk on the forms. This information is needed to manage school business and will not be used or sold for any other purpose, except as described below. Some of the information is optional (NOT marked with an asterisk). Optional information is requested to help us better understand our customers and is used only as needed for school business. This information will not be used or sold for any other purposes, except as described below.

## WHO HAS ACCESS TO MY INFORMATION?

The Creative Dance Company 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.

If you have any questions about our Privacy Policy or if you wish to update or remove any of your personal information, please contact the office.

## LINKS TO OTHER WEBSITE

Our Web sites will link to other Web sites and services from time to time. The Creative Dance Company will always attempt to associate with only the most trustworthy partners who share our high standards regarding privacy. Nevertheless, we are not responsible for the content of and privacy practices of any other companies or Web sites.