



PRIVACY POLICY

This Privacy Policy explains how St Kilda Ballet School (SKBS) uses personal information collected when a parent or guardian enrolls a child in the school.

1. Upon enrolment, SKBS collects contact information and any relevant medical information regarding the child that a parent or guardian may choose to provide.
2. When a parent or guardian provides personal details to SKBS, it is only used for legitimate business interests in carrying out work to provide dance classes, workshops and produce performance events shows for enrolled students.
3. SKBS only collects personal information to communicate with families, manage accounts, comply with Child Protection Legislation to ensure every child's health and safety whilst they are in our care .
4. SKBS will not disclose or sell personal data to third parties unless we are required to do so by law.
5. SKBS will ask for permission from parents prior to providing the Royal Academy of Dance details including a child's first name, surname, date of birth and the gender of the syllabus studied as part of the application process when entering students for RAD examinations.
6. SKBS uses personal data collected to send invoices and email important information via our email Newsletters. Occasionally, SKBS may contact a parent or guardian by telephone to discuss a specific matter.
7. It is important that personal information is kept current and that a child's information, particularly any medical needs are accurate and up to date. Parents are asked to update these details if and when any circumstances change, via the Parent Portal.
8. Parents have the right to request a copy of the information that SKBS holds and SKBS will immediately correct or remove information when asked.
9. SKBS will automatically delete all personal information when a child leaves the school, unless otherwise directed by the parent/guardian.
10. Access to the Class Manager software, SKBS's email account, website, personal data, social media accounts, newsletters and examination details are all password protected. Access is not available to any other external parties including SKBS teachers. The Principal has sole access to all data.

Updated: April 2021