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Dance for Joy Dance Academy CC. incorporating DFJ Music School

## PRIVACY STATEMENT

Privacy Statement applies from: 1 July 2021

### What is the purpose of this privacy statement?

This privacy statement is designed and set out how Dance for Joy Dance Academy, incorporating DFJ Music School ("The Studio") collects, uses and protects your personal information.

Complies with the requirements of the Protection of Personal Information Act 4 of 2013 (POPI) and Promotion of Access to Information Act 2 of 2000 (PAIA).

### Source, Collection and Use of Personal Information

Dance for Joy Dance Academy CC, incorporating DFJ Music School collects (sources) clients information via a student contract. This information is used to create an account on our studio management system for the client, and to enable us to book clients dance and music education classes on the studio's master schedule. "The Studio" must keep record of all information to comply with the laws of South Africa.

#### *What personal information do we collect?*

Personal information such as your name, surname, address, contact and medical information is collected via a student contract. No financial information is required as clients facilitate payments directly from their bank accounts. Dance for Joy Dance Academy CC, incorporating DFJ Music school does not require this information to provide the necessary services or classes.

#### *How is your personal information used?*

Your personal information is used to maintain and track your studio account, to send out invoices and for general communication regarding, rescheduling of classes, information regarding exams and competitions.



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## Disclosure of your personal Information

*We confirm that:*

Dance for Joy Dance Academy CC, incorporating DFJ Music School does not and will not sell your personal information or provide any third parties to use for their own marketing purposes.

The only time that we may provide your personal information to an outside party or person is to comply with laws in South Africa, or if a court order is issued. Personal information will only be provided where there is a legal basis for doing so.

## Security of your Personal Information

Security of all information is important to us. We have take all nessesary steps and precautions as to protect your information entrusted to us. Information is stored on an secure online platform (studio schedule and class maintenance system) and reasonable technical and back-up operational measures has been put in place to protect your information from loss, misuse, unauthorized access, disclosure, alteration, and destruction. Our online system is also a secure facility and only our management and/or authorized staff have access to your information.

## Accuracy and Update of your Personal Information

It is a requirement from any new client/student or applicant that all information supplied on the new student contract must be truthfully awnsered and correct. The new student contract is a legal document authorizing "The studio" to provide Dance and music Tuition to clients or students for an agreed fee.

We have taken reasonable steps to keep all students/clients information up to date by requesting students on a yearly interval to update their information with us.

All students are requested to confirm and update their information with us. If your information has changed, we require you to email us on [enquiries@danceforjoy.co.za](mailto:enquiries@danceforjoy.co.za).

## Retention of your Personal Information

*Retention of your Personal Information:*

We will retain your personal information for the duration of your student contract, and as to comply with the terms as set out in your student contract.

All student contracts will have a clause in that ask us for permission or authorization from you to move your information to our direct marketing file, once your contract has expired and you do not wish to continue with us or if you have decided to cancel your student contract.



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## Destruction of your Personal Information

### *Destruction of your Personal Information*

You may request that we delete or “destroy” your personal information depending on if your student contract has expired or if you decided to cancel the student agreement with us. Please note that there may be lawful purposes which prohibit us from deleting or “destroying” your personal information.

## International Transfer of Personal Information

Dance for Joy Dance Academy CC, incorporating DFJ Music School make use of service providers who may store or process your personal information outside of South Africa. We try to make use of service providers that are based in countries with strong data protection laws (for example, Canada, USA, United Kingdom or Countries within the European Union) or are contractually required to protect your information in terms of the requirements set out in the Protection of Personal Information Act 4 of 2013 (POPI) and Promotion of Access to Information Act 2 of 2000 (PAIA).

## Tracking Technologies and Cookies

Our website is used for information purposes only. We do not use any cookies or other technologies at this stage (such as pixel tags or any other tracking software) to enable our website to function. Our Websites are updated from time to time and we can request visitors to give us the necessary authorization to capture and store their personal information. Marketing cookies and third party cookies may be included in some instances.

