

Privacy Policy

Dancesport Kingdom is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your personal information.

We have adopted the National Privacy Principles (NPPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs governs the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Federal Privacy Commissioner at www.privacy.gov.au.

What is Personal information and why do we collect it?

Personal information is information or an opinion that identifies you as an individual. Examples of Personal information we collect include: names, addresses, email addresses, phone and billing information.

This Personal information is obtained in many ways including the **new student register or in person, by telephone, by email, via our website www.dancesportkingdom.com.au** and it is stored securely in our student management software - MindBody

We collect your personal information for the sole purpose of providing our dance services to you, such as providing supplementary information to you about ballroom dancing, billing you for services, and marketing. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing, or clicking 'unsubscribe'.

Third Parties

Where reasonable and practicable to do so, we will collect your personal information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party. An example of this is a parent booking a child, or a gift voucher where information is provided to us about the student.

Disclosure of personal information

In providing us your personal information you understand that we will store it securely within MindBody for our use only. Your information will also be disclosed through MINDBODY to the following third parties

- . Ezidebit - our billing processing partner
- . Constant Contact - our email marketing partner.

The information disclosed is used only by us to provide dance services and information to you.

We may also disclose your information where required or authorised by law.

Security of personal information

Your personal information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your personal information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your personal information. However, most of the personal information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to your personal information

You may access the personal information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your personal information, please contact us in writing.

In order to protect your personal information we may require identification from you before releasing the requested information.

Maintaining the quality of your personal information

It is an important to us that your personal information is up to date. We will take reasonable steps to make sure that your personal information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Policy updates

This Policy may change from time to time and is available on our website.

Privacy policy complaints and enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Dancesport Kingdom

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Lilydale VIC 3140

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