

## **PRIVACY POLICY**

This website is operated by, and any contract for the sale of good will be with, Momenta Dance Academy whose main trading address is at 20 Emmott Drive, Leeds, LS19 6RF ("us", "we" and "our"). We are committed to preserving the privacy of all visitors and customers of Momenta Dance Academy or to www.momentadanceacademy.co.uk (the "Website").

Please read the following privacy policy to understand how we use and protect the information that you provide to us.

By completing an 'Enquiry Form', registering/enrolling in our classes and/or emailing us, you consent to the collection, use and transfer of your information under the terms of this policy.

#### INFORMATION WE COLLECT FROM YOU

When you register with Momenta Dance Academy, visit or complete forms on the Website you may be asked to provide certain information about yourself including your name, contact details (including email address), address, and debit or credit card information.

# **USE OF YOUR INFORMATION**

Your information will enable us to provide you with all necessary information. We will also use and analyse the information we collect so that we can administer, support, improve and develop our business.

In particular, we may use your information to contact you to notify you about our classes, changes to our services. Furthermore, we might also use your information to let you know about other services which we offer that may be of interest to you. Information may also be used in advertising such as programmes for performances/competitions or for examinations.

We may contact you by telephone, email or post. If you change your mind about being contacted in the future, please let us know.

## **DISCLOSURE OF YOUR INFORMATION**

The information you provide to us will be held on our computers and/or mobile and may be accessed by or given to third parties who act for us for the purposes set out in this policy or for other purposes approved by you. Those parties process information, fulfil and deliver orders, process credit and debit card payments and provide support services on our behalf.

Finally, if our business enters into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners

and you consent to such transfer of your information. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

# **CONTACT**

All comments, queries and requests relating to our use of your information are welcomed and should be addressed to Momenta Dance Academy, 20 Emmott Drive, Leeds, LS19 6RF. Tel: 07795889212. Email: <a href="mailto:momentadanceinfo@gmail.com">momentadanceinfo@gmail.com</a>.