**PRIVACY POLICY**

This privacy policy sets out how Cheek2Cheek Dance uses and protects any information that you give Cheek2Cheek Dance in person and/or via other means. Other means includes, but is not exclusive to, online activity such as: website www.Cheek2CheekDance.co.uk, booking diary, mailing list sign-up, membership sign-up, e-mail, event feedback and PayPal payments

Cheek2Cheek Dance is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then it will only be used in accordance with this privacy statement.

Cheek2Cheek Dance may change this policy from time to time by updating this page. This policy is effective from 25 May 2018.

**What information do we collect?**

We may collect the following information:

* name and address
* contact information including email and telephone
* other information relevant to customer feedback
* payment information

**What do we do with the information we gather?**

We require this information for the following reasons:

* Internal record keeping
* To answer enquiries
* To contact you about tuition and events
* To process transactions
* To send periodic emails
* To improve the website
* To improve products and services

**Security**

The transmission of any information via the Internet or email is not 100% secure, and as such any transmission is at your own risk.

We are committed to ensuring that your information is secure when collected. In order to prevent unauthorised access or disclosure, we have suitable physical and electronic procedures to safeguard and secure the information we collect.

We will not distribute your personal information to third parties, including other pupils, unless we have your permission. This does not include trusted third parties (with their own privacy policies) who assist us in operating our website, conducting our business and servicing you. We may also release your information when we believe it is appropriate to comply with the law, enforce our site policies, or protect our or others' rights, property, or safety.

Your payment information (e.g. credit card details) is not received or stored by us. That information is processed securely and privately by the third-party payment processors that we use. Cheek2Cheek Dance will not have access to that information at any time. Such payment processors are required to maintain the confidentiality of your personal data and payment information.

**Links to other websites**

This website may contain links to other websites. Cheek2Cheek Dance is not responsible for the privacy policies or the content of these web sites, and cannot be responsible for the protection and privacy of any information which you provide whilst visiting them.

**How do we use cookies?**

This web site may use cookies or other devices to automatically collect statistical information about visitors to the site, such as browsing actions, patterns, age range, gender and other demographical data. This does not identify any individual. Information collected about your computer may include your IP address, operating system and browser type. This information is used solely for administrative purposes to monitor levels of usage of the web site and create reports.

A cookie does not give us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

**Google Analytics**

Google Analytics cookies are in use on our site – this is a web analytics tool that helps website owners understand how visitors engage with their website. Google Analytics customers can view a variety of reports about how visitors interact with their website so that they can improve it.

Google Analytics uses first-party cookies to track visitor interactions, and these are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve our site. Cookies contain information that is transferred to your computer’s hard drive. These cookies are used to store information, such as the time that the current visit occurred, whether the visitor has been to the site before and what site referred the visitor to the web page.

Google Analytics collects information anonymously. It reports website trends without identifying individual visitors. You can opt out of Google Analytics across all websites you use without affecting how you visit our site.

**Controlling your personal information**

If any information we are holding on you is incorrect or incomplete, please contact us via the website or email us at Cheek2CheekDance@hotmail.co.uk. We will promptly correct any information found to be incorrect.

If you have opted in to our mailing list then you can opt out at any time by clicking the "unsubscribe" link at the bottom of our emails or email us at the address above.

Please note that some communications (such as booking messages and payment information) are considered transactional and you cannot opt out of these messages while using Cheek2Cheek Dance services.