



SPOTLIGHT DANCEWORKS INC.

164 Baseline Road East Unit C

Bowmanville, Ontario L1C 1A2

Phone: 905-697-7644

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### Spotlight Danceworks Inc. Privacy Statement (effective January, 2004)

Spotlight Danceworks Inc. (the Studio) is committed to respecting our customers' right to privacy. As a customer, you need to know we keep the personal information we collect about you and your child(ren) in strict confidence. Policies and procedures are in place to protect your privacy and to provide you with control over how we collect, use and disclose information.

**Why personal information is collected and how we obtain it:** In general, personal information is collected to enable us to bill for services rendered, to communicate information to customers about changes in classes and schedules, and to provide any information relevant to a student's ability and readiness to engage in dance and theatrical instruction and/or performance. We may obtain personal information directly from you, the customer, or through our applications.

**How personal information is defined:** Personal information is defined as any information that identifies an individual personally and for our purposes includes name, address, telephone numbers and other contact information (e.g., email address), date of birth, body measurements, dance or performance experience, health records, financial and banking information required to process payments and any other personal information that is from time to time identified by either the customer or the studio as relevant to dance and theatrical instruction and/or performance.

**Providing your consent:** We require an individual's consent prior to or at the time personal information is collected. Except for certain limited situations defined in Canada's privacy laws, we ask for your consent prior to sharing information with any third party and you can withdraw your consent after you have given it. Personal information is obtained or used only with your express written and/or verbal or implied consent. Written consent includes all electronic means including FAX, electronic mail and electronic interactive messaging services. Verbal includes in person and by phone. Note that refusal to consent to the collection, use or disclosure of your personal information, may impede the Studio's ability to provide communication and customer service to you with respect to such information as class changes or cancellations. You must explicitly provide your consent to Spotlight Danceworks Inc. to use photo images (printed or electronic) of you or your children in advertising.

**How correction, disclosure, retention and access to personal information are managed:** You can see and verify the accuracy of your information and Spotlight Danceworks Inc. will make any appropriate changes requested. The Studio will only disclose your or your child(ren)'s personal information with your consent. Your personal information is only retained for as long as is necessary to fulfill the purposes for which it was collected or as required by law and your information is destroyed when it is no longer needed. As a customer, you have the right to access your personal information except subject to certain legal restrictions. If, for example, to allow access would reveal personal information about a third party, then limited access or no access may be allowed. If there are reasons why access cannot be allowed you will be advised in writing. Spotlight Danceworks Inc. allows access to personal information only to those partners, managers and instructors who need to use it in their work. Studio personnel who have access to personal information are made aware of the responsibility they have for protecting our customers' personal information and are required to make proper use of the manual and electronic controls available to them for that purpose.

**How personal information is protected:** We restrict our use of your personal information to the purposes identified. Personal information is never sold. We safeguard your information from loss and unauthorized access with an appropriate level of security, taking all reasonable precautions to protect the information entrusted to us by our customers, using a number of manual and electronic controls, including restricted access to our premises, user authentication, firewall technology and the use of detection software.

If at any time you have questions or concerns about the privacy of your or your child(ren)'s information, please contact the Owner/Director and Privacy Officer of Spotlight Danceworks Inc.: Sara Hodgins.