

Dance Theatre Network Privacy Policy

Effective date: 1 July 2026

Dance Theatre Network Pty Ltd ("DTN", "we", "us" or "our") is a dance studio based in Roselands, NSW, operating classes for ages two to adult, along with associated programs, tours and events.

We can be contacted at:

- Unit 2, 96 Rogers Street, Roselands NSW 2196
- contact.dtn@dancetheatrenetwork.com
- (02) 9758 9255

This policy explains how we collect, use, store and disclose personal information, and how you can access or correct your information or make a complaint. We are committed to handling personal information in line with the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth).

Consent

By enquiring about, enrolling in, or otherwise engaging with DTN's classes, programs, tours or website, you agree to the collection, use and disclosure of your personal information as described in this policy. Where a student is a minor, this consent is given by their parent or guardian on the student's behalf.

What Personal Information We Collect

The information we collect depends on how you interact with us. It may include:

- Name, age and date of birth
- Email address, phone number and home address
- Emergency contact and next of kin details
- Class level, enrolment history and attendance records
- Payment details, taken at the time of payment for tuition and event fees. We do not store your payment details ourselves; these are handled directly by our payment processor
- Photos and video taken at classes, concerts and events
- Information submitted through enquiry or enrolment forms on our website
- Correspondence with us, including emails and messages

Where you provide information on behalf of a child, such as when enrolling them or completing an interest form, you confirm you are authorised to do so as their parent or guardian.

Sensitive Information

Because dance involves physical activity, we may also collect health-related information where relevant to a student's safety, such as injuries, medical conditions, allergies or physical restrictions that could affect their participation in class. We only collect this information with consent, and only use it to keep students safe during lessons, rehearsals, concerts and tours.

Why We Collect Your Information

We collect and use personal information to:

- Enrol and manage students across our class structure
- Respond to enquiries and follow up with prospective families
- Communicate with parents and guardians about classes, events, concerts and tours
- Process payments for tuition, costumes, events and tours
- Ensure student safety and wellbeing during classes, rehearsals and events
- Organise tours and programs
- Meet our legal, insurance and regulatory obligations

We only collect information that is reasonably necessary for these purposes. If you choose not to provide certain information, we may not be able to enrol a student or provide a particular service.

How We Collect Your Information

We usually collect personal information directly from you or your parent/guardian, through:

- Enquiry and contact us forms on our website (hosted on Wix)
- Interest and registration forms for specific programs or tours
- In-person conversations and emails
- Our website contact form and its automated email notifications
- Studio Pro, our studio management system, where we record and hold enrolment and student information

Cookies and Website Analytics

Our website does not collect personal information simply by being browsed. Our website host, Wix, may use cookies and similar technologies to operate the site and understand general visitor activity, such as pages viewed and browser type. This information is aggregated and is not used to personally identify you.

We also run a Meta (Instagram/Facebook) pixel on our website, which helps us understand how visitors interact with our site and allows us to show relevant ads to people who have visited our website. Meta may use this information in line with its own privacy policy. You can manage your ad preferences through your Facebook or Instagram account settings.

Who We Share Your Information With

We do not sell your personal information. We may share it with:

- DTN staff and teachers who reasonably need it to deliver classes and run the studio
- Our website provider, Wix, which stores the information parents provide through our contact us form
- Studio Pro, our studio management provider, which stores enrolment and student records on our behalf
- Payment processing providers, to process tuition and event payments
- Tour operators and related service providers, where relevant to organising tours and programs
- Government bodies or authorities

We use Stripe to process payments for tuition, costumes, events and tours. Your payment details are collected and held by Stripe directly, in line with its own privacy and security standards. We do not store your payment details.

Our preschool classes are delivered using Ready Set Dance, a licensed dance curriculum. We may provide Ready Set Dance with general enrolment numbers for reporting purposes, but we do not share any personal information about our students or families with them.

We may provide our insurers with general student enrolment numbers for the purpose of arranging insurance cover, but we do not share personal information about individual students or families with them.

If you follow a link from our website to another site, that site's own privacy policy applies. We are not responsible for the practices of third-party websites.

Overseas Disclosure

Some of the providers we use, including Wix, store or process data on servers located overseas, including in the United States. Where personal information is disclosed overseas, we take reasonable steps to ensure it continues to be handled in a manner consistent with the Australian Privacy Principles.

How We Store and Protect Your Information

We take reasonable steps to protect personal information from misuse, loss, and unauthorised access, modification or disclosure, including restricting access to staff who need it to perform their role. While we take security seriously, no method of storage or transmission over the internet can be guaranteed as completely secure.

We retain personal information for as long as it is needed for the purpose it was collected, or as required by law, after which it is securely destroyed or de-identified.

Children's Information

DTN provides dance classes to students aged two to adult. Where a student is a minor, we collect their personal information from a parent or guardian, who provides consent on the student's behalf. Parents and guardians may contact our privacy officer at any time to access, update or request the deletion of their child's information.

Access, Correction and Complaints

You can ask us to access or correct the personal information we hold about you, or raise a concern about how we've handled it, by contacting our privacy officer:

- Rebecca Kay
- accounts@dancetheatrenetwork.com
- (02) 9758 9255

We will respond to access, correction or complaint requests within a reasonable timeframe. If you're not satisfied with our response, you can contact the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

Changes to This Policy

We may update this policy from time to time to reflect changes to our practices or legal obligations. The "Effective date" at the top of this policy will be updated accordingly. We encourage you to review this policy periodically.

Contact Us

If you have any questions about this policy or how we handle your personal information, please contact:

- Rebecca Kay, Privacy Officer
- accounts@dancetheatrenetwork.com
- (02) 9758 9255
- Unit 2, 96 Rogers Street, Roselands NSW 2196