



## Privacy Policy | Joy Dance Lab

[General Data Protection Regulation \(GDPR\)](#) applies to the privacy policy of Joy Dance Lab. This privacy law applies throughout the European Union and concerns, among other things, the storage and protection of personal data.

Joy Dance Lab, located at Kronehoefstraat 72, 5622AC Eindhoven, is responsible for the processing of personal data, as shown in this privacy statement.

### Part 1. Privacy Declaration

Joy Dance Lab processes personal data with cases as best as possible. In this privacy statement below it is indicated how processing is arranged.

### Part 2. What is personal data?

Personal data is any information which is related to an identified or identifiable natural person. There is a distinction between directly identifying personal data and indirectly identifying personal data.

- Directly identifying personal data: name, address, date of birth.
- Indirectly identifying personal data: telephone number, e-mail address.

When (a combination of) these data can be traced back to you, it is referred to as personal data. For example, your name is in combination with your date of birth. If others have this personal data, they must handle it with care.

### Part 3. Whose personal data does Joy Dance Lab process?

Personal data of people with whom Joy Dance Lab has, may have or may have had a relationship is being processed. These are data from current members, potential new members, former members, people who show interest in dance courses, performances or other activities of the school and former members. In addition, there are associated with a company or organization with which we have or have had a relationship.

#### Part 4. What personal data does Joy Dance Lab process?

Joy Dance Lab processes your personal data because you use our services and/or because you provide them to us yourself. This data is:

- First and last name,
- date of birth (only if you are under 21 years old)
- address data,
- phone number,
- e-mail address.

#### Part 5. Special data

Special personal data is extra protected by law. Examples of special personal data are information about your health, political preference, religion and criminal history. Joy Dance Lab does not ask for special personal data when you register for a dance lesson or membership. Participants can always indicate on the registration form whether they have any health or body complaints. This special data will be processed based on the law or if you ask us to do so and with participant's explicit permission. This data is to be used/proceed only if this is necessary for services.

Permission from parents or legal representatives is required if a person under the age of 16 wants to attend an event, lesson or a workshop in Joy Dance Lab.

Joy Dance Lab does not intend to collect data about website visitors.

#### Part 6. Who is responsible for the processing of the personal data of Joy Dance Lab?

The personal data is processed by the owner of Joy Dance Lab.

The administration is kept on company's laptop, database of wix.com and on the google cloud account of Joy Dance Lab. Paper registration forms are kept in a specially equipped place.

#### Part 7. For what purpose does Joy Dance Lab process personal data?

In case someone wants to take a lesson or participate in a dance event at Joy Dance Lab, personal data is required for administration purposes. With the help of that data, registration can be done correctly, and the necessary information/communication is provided about the dance lesson(s), events and workshops of Joy Dance Lab. Specifically:

- general administration,
- handling payment,
- creating & sending invoices,
- making an appointment for dance lessons,
- sending our newsletters,
- use as a communication channel for lesson video, confirmation etc.
- to inform about changes,

When you register for Joy Dance Lab, you will receive the Terms and conditions, house rules and the privacy statement on paper. These can always be found on <http://www.joydance.nl>.

Name and email address are to be used to maintain contact and to inform members about registration, lessons, other school related matters and other activities organized by Joy Dance Lab. If you do not wish to receive this information or agree to receive only partially, you can indicate this by sending an email to [info@joydance.nl](mailto:info@joydance.nl).

No bank and account number details are being stored in any form of hardware note or software platform. This information can only be found in company's bank statements and accounting program. This information can only be viewed by owner of Joy Dance Lab; the accountant and possibly the tax authorities only for legal taxation purposes.

During the group lessons attendance lists will be kept, where only the name and surname are stated. These attendance lists can be viewed only by Joy Dance Lab instructor(s), owner and selected people who support administration processes in and outside of the class. This list is mainly for tracking the attendance and sharing the lesson videos after the class. Also indicating the holiday period, sickness of a participant or some other reason that participant will be unable to attend class to be able to plan upcoming lessons. However, no details are kept, only very brief notes, such as sickness, busy, holiday, etc.

#### Part 8. How long is the personal data stored?

Based on the GDPR, no specific retention period has been established for personal data. It is legally obliged to keep administration records for 7 years (fiscal retention obligation). Basic data must be retained for this period. No data will be stored longer than legal necessity.

#### Part 9. How does Joy Dance Lab handle personal data?

If this is necessary for the execution of my agreement with the members or to comply with a legal obligation (such as tax authorities, banks, possibly insurance).

Personal data is not being used for external promotional and marketing purposes.

Personal data is not being distributed, shared or sold to third parties.

Personal data is not being shared with other members, acquaintances or colleagues without the permission of the person concerned.

Kind Regards,



**Cansu Derelioglu (Joy)**

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Joy Dance Lab

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