

## **GRAYES THEATRE ARTS – TERMS & CONDITIONS**

### **USE OF PERSONAL INFORMATION**

The personal data of a Student and/or Parent submitted when starting classes at Grayes will be processed and used solely by Grayes Theatre Arts for the purposes of administration and the operation of Grayes in its training in Dance and the Performing Arts.

Grayes Theatre Arts will share this information with external agencies only if required to do so by law (for example organisations with responsibility for children's safeguarding).

No disclosure of personal data will be given to third parties for marketing purposes. Grayes Theatre Arts may use personal data for our own marketing purposes, including for the purposes of advertising and promoting new products and/or services.

### **PHOTOGRAPHS**

Grayes Theatre Arts may take photographs and film footage of students during classes, holiday courses, workshops and performances. This footage may be used for marketing and publicity material to advertise Grayes. If anyone is not happy with their child being involved, please let me know or I will assume that they can be photographed and their picture used.

### **HEALTH AND INJURIES**

Students participate at their own risk and are obliged to inform teachers of any existing injuries or medical condition. All known medical conditions must be announced when signing up to classes. Any changes to such information must be notified to L-A immediately in writing.

Any medication needed while in our care should be clearly labelled and the student should, unless agreed in writing otherwise, be able to administer it themselves.

Students must wear our required uniform at all times.

### **PERSONAL PROPERTY**

Students are obliged to take care of their own belongings. We can accept no liability for lost or damaged belongings.

### **GENERAL**

Grayes reserves the right to make changes to the timetable and to the teaching staff at any given time due to illness or circumstances beyond our control.

No refund will be given if a student cannot attend class due to illness, holiday or unforeseen circumstances.

Grayes Theatre Arts Term fees are reviewed annually and increased in September of each year.

Half a term's notice is required and must be given in writing when leaving a class at Grayes.