



Terms & Conditions

1. Enrolment to **Take2 Performing Arts School** is for the 30-week academic year Sept – May with payments divided into two equal instalments (15 weeks in each 'Term'). If your child does not wish to complete the year you must inform pamela@take2.ie giving a minimum of 3 weeks' notice before the end of the current term, otherwise you will be liable for the balance of the year's fees in full. (**New students see note 6*)

2. Parents will be notified of important information, fees due, outings, exams, London trips, Feis details, term dates and holiday courses via e-mail & Class WhatsApp groups. These will be sent to the parent's email / mobile number supplied on the booking form. It is the parents' responsibility to read these notifications and keep abreast of important dates, show dates etc, and exam deadlines. Please check our Annual Diary which is on our website www.take2.ie . Please do not hesitate to contact the school if you feel you may have missed some of the information. Email and WhatsApp are our primary means of communicating with you and all current students must have a valid email address and mobile number of a parent or guardian on file. By registering you are agreeing to receive communication via email, WhatsApp and telephone.

3. The Take2 uniform is compulsory for Musical Theatre (Saturday classes) & optional for weekday students. Uniforms are available to purchase directly from "Dance Portal" <https://www.danceportalapparel.com/take2>

Dance shoes are available from Dance World, Ranelagh. Please check with the dance teacher regarding dance shoes required for class.

<https://danceworld.ie/blogs/school-uniforms/take2-performing-arts-school>

4. Contactless payment is preferred. Fees may be paid via bank transfer, via our website (stripe) or in cash. Fees **MUST** be paid in full on or before the first day of a new term – **all late fees will incur an automatic administration fee of €10** unless previously agreed. Please ensure cash fees are clearly marked in a sealed envelope with your child's name and class. Deposits are non-refundable but will be credited against your first term's fee.
5. Please ensure that you let us know of **any** medical or special needs your child might have. There is a space provided on the booking form for this.

6. **NEW STUDENTS ONLY:** When booking your place in a **Take2** Class for the first time you should fill in the online booking form and pay the deposit of €100 (€50 for juniors/tots). You will pay the balance of the term fees on or before the first week of class. Your initial commitment is for 3 weeks only. We feel that it takes 3 weeks to settle in and get a proper feel for our classes. If after 3 weeks of term you give notice in writing by email that you do not wish to continue for any reason, we will refund you the fees for the remaining weeks of term in full. Your place is only confirmed on payment of terms fees in full. If fees are unpaid after week three- no commitment is deemed to have been made and the place can be given to another student.

Consent for photographs/video use

During classes & performances, photographs and video may be taken by the course teachers which may include footage of your child. These may be used on our website, social pages or in our brochures from time to time. Please ensure you let the school know in writing **if you do not consent to the use of images** as described above. There is a space provided on the online booking form for this. We do not permit parents or third parties to record or photograph at our productions in The Pavilion Theatre. We hire a professional to film the show which will be shared with parents free of charge via a link.

Take2 Covid-19 Terms and Conditions (if applicable)

Take2 are dedicated to ensuring the safety of our students, teachers, and staff. We pride ourselves on ensuring that everyone is kept safe at all times.

Following the pandemic, the following measures have been put into place. Please ensure that you read through this list thoroughly. All conditions must be agreed to before any student can take part in any Take2 classes.

*for a more comprehensive risk assessment and policy documentation please contact pamela@take2.ie and this can be provided on request.

Please note that all aspects of this policy are subject to change in accordance with advice and directives from the Government and the WHO.

All students must be dropped off outside the building to keep the number of people within Tullow hall to a minimum. For our younger students, teachers & assistants will meet you at the door to bring you to your classes.

- The Kitchen will be completely off limits to students. Therefore, students must have their own kit bag /water bottle with their name clearly written on the front.

- We ask that students keep all belongings to the bare minimum to avoid clutter and cross contamination of items.
- If a child is feeling unwell in any way, then they *must not* attend classes. This is not exclusive to symptoms of Covid-19, if a child is presenting symptoms of any contagious illness they are required to stay at home.
- If a child presents themselves at class and they are deemed unwell by a member of Staff, a parent/guardian will be contacted, and the student must be collected and brought home.
- Please note that by enrolling your child in **Take2** you are agreeing to, and bound by, our terms and conditions as laid out in this document.

Privacy and Data Protection Policy

Take2 are committed to protecting the privacy of our clients and keeping your details secure. Please see our Privacy document on our website <https://take2.ie/privacy-policy/>

Take2 is committed to respecting your privacy and to complying with applicable Data Protection and privacy laws. Take2 is the “Data Controller” of all Data that is collected on our website.

Collection and Use of Personal Data

Personal Data means any information relating to you. Your personal data is used to identify you or can be used to contact you. This personal data may include:

1. Name
2. Mobile number
3. Address
4. Passwords
5. Email address
6. Information about your use of service
7. Communication with or direct to us via, emails, phone, webchat, and social media

Rights

This section outlines your rights as a Data Subject of **Take2**. However, your rights may be restricted under the following circumstances:

- Where it's necessary for the prevention, detection, investigation and prosecution of criminal offences.
- Where it is necessary for the exercise or defence of a legal claim or proceedings.

Under certain circumstances, by law you have the right to:

Request Information

About whether we hold personal information about you, and, if so, what that information is and why we are holding or using it.

Request Access

To your Data ("Data Subject Access Request"). This enables you to receive a copy of the personal information ("Data") we hold about you and to confirm that we are processing it legitimately.

Request Correction

Of the personal information that we hold about you. This enables you to have any inaccurate or incomplete Data we hold about you corrected.

Request Erasure

Of your Data. This enables you to ask us to delete or remove Data where there is no reasonable explanation for us to continue to hold it. You also have the right to ask us to delete or remove your Data where you have exercised your right to object to processing.

Object to Profiling

That is not to be subject of any automated decision-making by us using your personal information or profiling of you.

Request the Restriction of Processing

Of your personal information. This enables you to ask us to suspend the processing of Data about you.

Request a Transfer.

Of your Data in an electronic and structured form to you or to another party (commonly known as a right to “Data Portability”).

Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing, and transfer of your Data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. Once we have received notification that you wish to withdraw your consent, we will stop processing your information for the purpose you originally agreed to, unless we have another legitimate basis for doing so in law.

Requests for this information may be made by email to pamela@take2.ie.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information or to exercise any of your other rights. This is an appropriate security measure to ensure that personal information is not released inappropriately.

This right only applies to your own Data. When exercising this right, please be as specific as possible.

Retention

Take2 will retain your Data for no longer than is necessary to fulfil the purposes described in this Privacy Policy. We may also retain certain elements of your Data for a period after you delete or deactivate your account for our legitimate operations such as record keeping and to comply with our legal obligations. Whenever we retain your information, we will do so in compliance with applicable laws.

We will retain data for a period of two (2) years where an account is inactive. After this period, all Data will be removed from our databases and servers. Transactional information will be held for a period of six (6) years.

Security

We endeavour to use appropriate technical and physical security measures to protect your Data. Any Data that you volunteer to **Take2** if retained, will be held on secure

storage device and will only be used to manage your account and to better our service offering.

We follow strict security procedures in the storage and disclosure of your Data, and to protect it against accidental loss or damage.

As effective as modern security practices are, no physical or electronic security system is entirely secure. The transmission of information via the internet is not completely secure. We will continue to revise policies and implement additional securities as new technologies become available.

If there is an interception or unauthorized access to your Data, we will not be liable or responsible for any resulting misuse of your personal information. But we will inform you giving full advice and support regarding to what steps needs being taken to mitigate the damage. Also, the relevant authorities will be notified of any data breach.

Changes to our Privacy Policy

Our Privacy Policy may change from time to time and any changes to the statement will be communicated to you by way of an e-mail or a notice on our website. By continuing to use our Site after we post any such changes, you accept and agree to this Privacy Policy as modified.

Complaints

If you would like to make a complaint about how your Data is being processed by **Take2** or how your complaint has been handled, you have the right to lodge a complaint by email to pamela@take2.ie or in writing directly to;

Data Protection Officer: 28 Beechpark Road, Foxrock. D18W5K2.

Details of the Data Controller and Data Protection Officer

For the purposes of the Data Protection legislation **Take2** is the Data Controller of the Site.

If you have any questions, comments and requests about the information set out in this Privacy Policy, please contact us.