

DRAFT

THE
NEOTANGO
COLLECTIVE

PRO FORMA POLICY DOCUMENTS

This series of documents have been prepared by The Neotango Collective for members to use in their own tango schools and tango organisations if they so wish. There is no requirement to use these policies in place of any existing policies that may cover the same areas, but they are provided in order to offer a starting point to any member wishing to create new documentation for their organisation, or wishing to update their existing documentation to align more closely with The Neotango Collective position.

INSTRUCTIONS FOR USE BY MEMBERS

- You may use any or all of the attached document in the preparation of your own material.
- Copy the text into a new document, replacing the details at the top with your own details, and replacing the word **ORGANISATION** wherever it appears with the generally recognised short form name of your tango school or tango event organisation. Remove the ***bold underline*** formatting from the text.
- Delete any sections that do not apply to your organisation, or modify them appropriately.
- Ensure that everything in the document is accurate as it may be legally binding.

GUIDANCE

- Place a copy of this document on your website where it can be viewed by anyone considering attending your classes or events, or passing any data to you (including their email for newsletter subscriptions etc).
- Keep a printed copy of your version of this document with you whenever you are operating a class or holding an event for reference by any interested party.
- Ensure that anyone attending an event, signing a membership form, passing on their details, or carrying out any other applicable activity has been made aware of this document, and has confirmed that they have seen it and acknowledge its applicability.

LEGAL NOTE

This document is provided “as is” and as guidance only, with no warranty as to its suitability or applicability to any organisation. The Neotango Collective shall not be held liable for any losses consequential or inconsequential or any liability that arises through the use of this information. Any legal queries about this document or the contents thereof should be directed to the Member’s own legal advisor.

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DATA PRIVACY POLICY

*Full name of tango school
Contact details (Website, Phone, etc)*

Introduction

At **ORGANISATION** we are committed to ensuring the safety and security of any personal data that we have been entrusted to hold. This document has been prepared to show what data we collect, how we use it, and what you can do if you have any concerns or queries about that data.

Information Collected

ORGANISATION collects various information from our clients and students as part of our regular day to day processes. This includes:

- Contact details, including name, email address, and phone number.
- Attendance records, showing what classes and events you have attended.
- Subscriptions and pre-payments to classes and events.
- Subscriptions to online services such as video classes and reminders.

Note: All financial transactions are handled through a third party such as PayPal and we have no access to any private financial information that they may collect. Please contact the payment processor directly if you have any queries about the data that they hold.

Information Usage

All personal data, such as email address, name, phone number, etc. retained by **ORGANISATION** is collected solely for the purpose of managing our membership and to maintain compliance with various legal requirements.

If you have opted in to our newsletter or email update service your email address will be used for the delivery of occasional offers and newsletters. You may opt out of these at any time.

Your mobile phone number, if provided, will only be used in cases of emergency, such as last-minute venue closures or fire safety and evacuation procedures. We will never call you or spam you with texts.

We will not change this usage without your explicit permission.

Information Sharing

We will never link, sell, lend, or otherwise transfer your details to any third party without your explicit permission, unless required to do so by law.

Data Retention

Attendance records shall be retained for a period of five years from the date of attendance in order to comply with legal requirements, insurance requirements, and safeguarding obligations.

You may request a copy of your data at any time, however this is a manual process, so it may take a few days for the report to be delivered.

Social Media

Any information that you may provide to or post on social media services is not under the control of **ORGANISATION** and so any queries you have regarding this should be directed to the relevant platform.

Removal Of Data

You may request to have your data removed from our active system at any time. We will comply with this request as soon as is practical, with the exception that any information required by law or by external requirement to be retained for a certain period will continue to be held until that period has expired. This may include attendance records, and certain limited personal information sufficient to maintain compliance.

Please note also that by removing your data from our system you effectively terminate your membership of **ORGANISATION**, and so if you wish to attend any of our events in future you will need to re-join and re-submit your information.

Review

We will regularly review the data that we retain on our systems, and remove any information that is no longer required or relevant.

Data Controller

Please contact our Data Controller if you have any queries about this policy or wish to discuss the data that we hold.

Email: email@organisation.com
Phone: 01234 567890