



Data protection notice

Singing Tree Vocal Academy enforces the Information to the Public, Access to Documents and Personal Data Protection Act (LIPAD). Two main sections are applicable:

- To guarantee the transparency of its activities
- To protect sensitive personal data

Transparency

Singing Tree Vocal Academy shares with the public information which it could find an interest in, in particular on its website.

Other information can be requested from the institution, so long as the concerned documents are relative to a public task or a governmental or para-governmental activity.

Any person or legal entity can request access to the documents which are in Singing Tree Vocal Academy's possession.

Requests to access documents must be sent in written form and with a justification of one's identity.

Data protection

Singing Tree Vocal Academy processes personal data only if the institution's legal tasks require such processing. In all other cases, the person who gives their information must give their informed consent.

The institution uses personal data for two purposes: for administrative reasons such as student enrolment or drafting of work contracts, and for informational and promotional reasons, in particular by communication services.

Singing Tree Vocal Academy's communication service has an e-mail address directory by way of student enrolments, during promotional events. They are used to:

- Publicise information about the institutions and its events;
- Communicate about topics involving the Singing Tree Vocal Academy.

Such communication mainly targets the general public.

Sharing data with third parties

Singing Tree Vocal Academy can share personal data with its subcontractors to carry out operations relative to the delivery of its services or to its activities at large.

In particular, Singing Tree Vocal Academy could be required to share the personal data of

students and/or guarantors with the following categories of recipients:

- certain service providers of Singing Tree Vocal Academy (such as payment service providers or communication service providers);
- judiciary or administrative authorities upon their request and within the legal framework;
- Singing Tree Vocal Academy’s auditors and/or legal counsels.

Accessing data

On the proviso of applicable regulations, every student and/or guarantor has, in relation with his or her personal data, the right to:

- access its personal data and receive information about Singing Tree Vocal Academy’s methods to process his or her personal data;
- request that his or her personal data be erased or destroyed when it is not or no longer necessary, which is subject to applicable conservation durations;
- to amend, complete or update his or her personal data when it is incorrect, incomplete or outdated. Requests can be sent by e-mail at academy@singing-tree.com.

Data records

Singing Tree Vocal Academy keeps personal data as long as it is necessary to fulfill its mission or until the student and/or guarantor withdraw their consent, under the condition that Singing Tree Vocal be not legally required or authorised to further possess such personal data (for instance to have a certification of, exercise and/or defend its rights as part of legal proceedings, investigations or other similar procedures).

Singing Tree Vocal Academy reserves the right to modify this data protection notice at any moment. The version which is currently published on the website is considered binding.