

Policies of Mainhattan Music Together

Registration Policy

Families who join our classes for the first time are asked to fill in a page-long registration form, so we can submit your personal information to our computer system and are able to contact you properly. Naturally we treat this information confidentially and don't even dream of passing it on to anyone else without your consent. We will call you or write an email to confirm your registration.

As a family returning for a new semester of Music Together classes we already have all your personal details. Therefore, you can just sign our Early-Sign-Up-Sheet to continue classes at the same time and location that you have been visiting the previous semester. **With this signature you agree to our terms and conditions and you are properly registered for the new semester.** We do not write out any additional confirmation letters and will only contact you if anything goes wrong and we need to offer an alternative class to you.

In any case, payment for the semester is due with registration, before the start of classes.

Make-up Class Policy

We want to see you every week, but naturally we understand that scheduling conflicts may occasionally arise. **If you notify us in advance at least 24 hours before your class time that you won't be able to join us, your absence will qualify as "make-up-able."** In this case, you're welcome to contact our office and a make-up class at any other class time with available space during the semester in which you've missed class (on a first come, first served, basis). Each family is permitted to make up two classes per ten- or twelve- week semester.

Refund/Cancellation Policy

If you notify us in writing **prior to the registration deadline specified on the registration form** that you need to cancel your registration, we'll refund your payment after deducting an administrative charge of 50 Euros.

While we hope, and expect, to hold each class we offer, we must reserve the right to cancel or postpone any session or program that does not meet our minimum participant number requirement. **We encourage you to register early since doing so reserves your space and also helps prevent class cancellations.**

If it becomes necessary for us to cancel an entire session or program, we'll notify you in writing and either refund your payment in full, or issue you a refund which is proportionate to the number of your class meeting times held by that point and the total number of planned meeting times for your class.

Naturally we'll make every effort to reschedule any class meetings missed due to unanticipated circumstances, but we cannot guarantee rescheduling.

Data privacy statement

If you register for a class at Mainhattan Music Together, we request and save the following data in a database:

- first and last name
- postal address
- e-mail address
- phone number
- name of child(ren)
- date of birth of child(ren)

This information is used to create class lists, for email conversation, confirmation of registration and accounting. By registering for a class you agree with the above handling of your data.

Data subject's rights

As a data subject you have the right to receive on request free information about which personal data has been stored about you and for what purpose. You also have the right to correct incorrect data and to restrict or delete your personal data. If applicable, you can also claim your right to data portability. If you believe your data has been processed unlawfully, you can file a complaint with the appropriate regulatory agency.

Deletion of data

If your request does not conflict with a legal duty to store data (e.g. data retention), you have the right to delete your data. Data stored by us, if they are no longer necessary for their purpose and there are no legal retention periods, will be deleted. If deletion cannot be carried out because the data is required for legitimate legal purposes, data processing is restricted. In this case, the data is blocked.

Right of objection

If you would like a correction, blocking, deletion of or information on your personal data that has been saved, or if you have questions regarding the collection, processing or use of your personal data or if you would like to revoke your consent, please contact the following e-mail address:
fun (at-zeichen) mainhattanmusic (punkt) de

External services

For further services of Music Together, LLC like apps or newsletters please find their respective policies under: <https://www.musictogether.com>