

*COPPA Direct Notice to Parents and Guardians and NDCP Information Practices*

The Network for Diversity in Concert Percussion (“NDCP”) may collect personal information from your child online through the Youth Artist program application or the Percussion Guidance Counselor inquiry form. This information may be collected, used, or disclosed by NDCP for the purpose of evaluating your child’s application to the NDCP Youth Artist program and/or administering the Youth Artist or Percussion Guidance Counselor programs. NDCP does not enable a child to make their personal information publicly available. NDCP does not require a child to disclose more information than is reasonably necessary to access NDCP resources.

A parent or guardian’s consent is required for the collection, use, and disclosure of personal information from children **age 13 and under**. NDCP will not collect, use, or disclose any personal information from your child unless you provide your consent. Parents or guardians may contact NDCP directly at [percussiondiversity@gmail.com](mailto:percussiondiversity@gmail.com) with the subject “Parental/Guardian Consent” to provide their consent to NDCP. Alternatively, NDCP will collect a parent or guardian’s online information from the child in order to obtain the parent or guardian’s consent. NDCP will contact the parent or guardian via email or phone.

NDCP requires the parent or guardian’s written consent by filling out the **Parent or Guardian Consent Form**. You can send the completed form by email at [percussiondiversity@gmail.com](mailto:percussiondiversity@gmail.com) or by mail to Network for Diversity in Concert Percussion, 1309 West St., Annapolis, MD 21401. NDCP may take additional steps as need to verify the parent or guardian’s consent. If NDCP does not receive consent from a parent or guardian within a reasonable time, NDCP will delete the parent or guardian’s online contact information from its records.

NDCP may collect the following personal information directly from your child through the Youth Artist program application or the Percussion Guidance Counselor inquiry form:

- First and last name;
- Online contact information;
- A home or other physical address including name of a city or town and U.S. state; and
- Other persistent identifiers.

If you consent to our collection of information from your child, NDCP will not share or disclose such information to third parties unless required by law.

At any time, a parent or guardian may review, access, or change their child’s personal information collected by NDCP. Parents or guardians may also refuse to permit NDCP to collect further personal information from their child online, and can request that NDCP delete the personal information NDCP has collected. Please keep in mind that a request to delete records may lead to your child being unable to apply for or participate in the NDCP Youth Artist or Percussion Guidance Counselor programs. To review, access, change, or delete your child’s personal information, or revoke your consent allowing NDCP to collect your child’s personal information, please contact NDCP at [percussiondiversity@gmail.com](mailto:percussiondiversity@gmail.com) or NDCP, 1309 West St., Annapolis, MD 21401.

If NDCP changes the way it collects, uses, or discloses your child’s personal information, we will send you a new notice and request for another consent.

## Parent or Guardian Consent Form

**If your child is age 13 or under**, please print this form, complete it, sign it, and scan and email the signed form to the Network for Diversity in Concert Percussion (NDCP) at [percussiondiversity@gmail.com](mailto:percussiondiversity@gmail.com), or mail it to Network for Diversity in Concert Percussion, 1309 West Street, Annapolis, MD 21401.

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I, \_\_\_\_\_ (parent or guardian's name), the parent or legal guardian of \_\_\_\_\_ (child's name), have had the opportunity to review the COPPA Direct Notice to Parents and Guardians and NDCP Information Practices policy. By signing below, I consent to NDCP's collection, use, and disclosure of my child's personal information as set forth in the COPPA Direct Notice to Parents and Guardians and NDCP Information Practices policy. I understand that I may withdraw my permission at any time, with written notice, as set forth in the COPPA Direct Notice to Parents and Guardians and NDCP Information Practices policy.

Child's Name \_\_\_\_\_

Your Relationship to the Child \_\_\_\_\_

Parent or Guardian's Name \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent or Guardian's Email Address or Phone Number \_\_\_\_\_