

# NATD

## National Association of Teachers of Dancing

### NATD PRIVACY NOTICE

This privacy notice tells you what to expect when the NATD collects personal information

The National Association of Teachers of Dancing (NATD) is committed to protecting your personal information in accordance with the original *Data Protection Act 1998* and the *General Data Protection Regulations (GDPR)* effective from May 2018. We are committed to providing a safe environment for all our members, candidates, employees, casual and freelance workers and everybody who comes into contact with us, both physically and virtually (online). This Privacy Statement refers to the use of any personal information provided to us online or via application forms, telephone, email exchange, letters or correspondence.

Whenever you provide such information, we are legally obliged to use your information in line with current legislation concerning the protection of personal information.

The NATD website occasionally contains hyperlinks to websites owned and operated by third parties. These third party websites have their own privacy policies, and are also likely to use cookies, and we therefore urge you to review them. We do not accept any responsibility or liability for the privacy practices of such third party websites and your use of such websites is at your own risk.

- **Members**

We collect contact details, membership details and qualification details in order to provide membership services.

That includes, but not limited to, the administration of joining and renewals, distribution of the biannual Newsletter, information regarding the biennial congress, AGM, hosting seminars and training courses, access to local area meetings and competitions, access to the examinations service, providing disclosure and barring service checks and registration

- **What information does NATD have about me?**

When you participate in or sign up to any of the NATD activities, workshops, (such as newsletters, purchases from the online shop etc.) we may collect and store personal information about you. This can consist of information such as your name, email address, postal address, telephone or mobile number, date of birth, and payment details. By submitting your details, we assume consent to use it for administrative purposes to enable us to provide you with the products or services that you have selected.

- **Data Retention**

Once a member lapses, we retain sufficient information to identify the previous member. This allows the previous membership number to be used again if the member re-joins. NATD relies on legitimate interest as the legal basis for retaining this information.

- **Candidates**

We collect and hold information to administer the taking of qualifications and issuing of certificates to successful candidates. We will hold the certificate information indefinitely so that we can confirm it is genuine to any interested party. There is a public facility on the website to verify certificates.

- **Learning Records Service**

Where a candidate supplies their unique learner numbers (ULN) we will pass on details of their qualification to the Learning Records Service to form part of the candidate's Personal Learning Record. See [www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents](http://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents)

- **What are cookies?**

Cookies are text files that websites place on your own computer to store information specific to you. This website does use a cookie which lists only the names of members who have logged in to the site.

- **How will you use my personal information?**

We will use your personal information for a number of purposes including

- to provide you with information about our products, services and activities and to deal with your requests and enquiries.
- for "service administration purposes", which means that we may contact you for reasons related to the service or activity you signed up for (eg. change of details regarding a course you booked, etc.)
- to contact you about an application you have made
- to process your application for employment and where applicable your employment once appointed

As and when we need to use your personal information for reasons other than the ones specified above, we will ensure that we notify you first. You will be given the opportunity to withhold or withdraw your consent for the use of your personal information for purposes other than those listed above.

By submitting your details, we assume consent to use it for administrative purposes to enable us to provide you with the products or services that you have selected.

NATD does **NOT** share your personal information with third parties, **unless clearly stated**. We do **NOT** sell your data, and neither do we buy data from third parties.

- **Reasonable Adjustments/Special Considerations**

Personal information supplied for Reasonable Adjustment of an examination will be evaluated by Head Office and the outcome shared with the examiner. For more details see Customer Services Handbook on the website.

- **NATD may contact you**

- to send you relevant communications as part of your membership package
- to remind you of important deadlines and/or renewal notifications
- in relation to any service or activity you have signed up for in order to ensure that we can deliver the services to you
- in relation to any correspondence we receive from you or any comment or complaint you make about our products or services

- **Young users**

If you are aged 18 or under and you provide us with information on an application form (online or printed), your parent(s)/guardian(s) permission will be required.

- **How long will NATD keep my personal information for?**

We keep the information we hold about our customers and members for as long as is necessary to deliver the services we are providing you with.

- **Where is the information stored?**

We use a variety of procedures and secure technologies to help protect your personal information from unauthorised access, use or disclosure. We store personal information you provide on computer systems which have carefully controlled access and which are located in secure facilities. Any highly confidential information (such as a credit card numbers and bank details) that we hold and process is managed over the Internet by third party encryption software and protected using industry standard security measures, including the Secure Socket Layer (SSL) protocol. These are evidenced in your browser by the Padlock symbol.

The security measures described above ensure that all reasonable steps are taken to protect your personal information. However, the nature of the Internet means that an absolute guarantee of security cannot be offered, and, as with all Internet transactions, you should be aware that there may be a small security risk when disclosing information online.

- **Can I find out what personal information NATD holds about me?**

You have the right to access certain personal information held about you.

If you wish to make a Data Subject Access Request, please contact [office@natd.org.uk](mailto:office@natd.org.uk)

### **Contacting us about this Privacy Statement**

If you any questions or comments about this Privacy Statement please e-mail [office@natd.org.uk](mailto:office@natd.org.uk)