



ASSOCIATED BOARD OF DANCE LTD (by guarantee)

A NON PROFIT MAKING ORGANISATION

COMPANY NO: 8328577

REGISTERED OFFICE: Suite 212, Jubilee Centre, 130 Pershore Street, Birmingham B5 6ND.

Tel: 0121 288 4166 | E-mail: admin@abd.dance | www.abd.dance

General Data Protection Regulation (GDPR)
POLICY for:
ASSOCIATED BOARD OF DANCE LTD - ABD

MEMBERS SECTION

The way in which organisations obtain and store your information will change on May 25th 2018 to comply with new EU regulations.

We only store information that is absolutely necessary for us to perform our duties as a professional and recognised dance examination board.

All information is held under strict confidential conditions protected by both password and high-end software and security.

You have the right to see what information ABD holds on you for a fee that is considered reasonable by ICO regarding GDPR.

You have the right to ask ABD to remove any or all of the information held on you but in doing so, you may risk your membership being cancelled.

The nominated person to deal with any enquiries or to cancel any data/information held on you is: Mr. Lee Clark – email address is: abdanceoffice@gmail.com

There is a legal duty for ABD to store information as it is a recognised examination board and this necessitates that ABD stores the following information on you as a member:

Name, address, email address, telephone & mobile number, membership number, qualifications, enhanced DBS enhanced certificate information and previous business trading with ABD such as examinations sessions, purchase of Syllabi, “Programmes of Study” and merchandise etc.

We also store information regarding your CPD (Continuing Professional Development) attendance and any courses that you may attend.

We also store information on candidates that take ABD examinations with us (either amateur or professional) such as:

ABD EXAMS

Name, DOB, subject taken and mark achieved

ABD/GQAL EXAMS (Graded Qualifications Alliance)

Name, DOB, address, email address, gender, nationality, ULN (unique learner number) and ethnicity – this information is shared with GQAL.

Payments made online and over the phone – this information is not stored on our database.

ABD must act within the law but is also required to hold certain information by its regulators:

GQAL (Graded Qualifications Alliance) –

BDQT (Board of Dance Qualifications & Training) –

BDC (British Dance Council) –

TDCI (Theatre Dance Council International)

WHO WE SHARE YOUR INFORMATION WITH:

We share your information with the following organisations to be able to run an efficient and professional service:

Royal Mail - name and address

Courier Companies - name address, email & phone numbers

Due Diligence Checking (DDC) - name, address, email, mobile and DOB.

EXAMINERS ONLY:

Examiners are required to supply their UTR (Unique tax reference) and we also store and share information on examiner attendance of training days with GQAL.

We share the following information with Barclays Bank PLC.,
- Name, account no. and sort code.

NON-MEMBERS - WHO WE SHARE YOUR INFORMATION WITH:

All non-members purchases - we collect your name, address, email and mobile and share it with the following :
ROYAL MAIL or COURIER COMPANIES to enable delivery of merchandise to you.

We do not store any debit/credit card information.