

NATD

National Association of Teachers of Dancing

NATD PRIVACY NOTICE RELATING TO EXAMINATION SESSIONS

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 and candidates. This Privacy Notice refers to the use of any personal information provided to us **including application forms**. Whenever you provide such information, we are legally obliged to use your information in line with current legislation concerning the protection of personal 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 candidates Personal Learning Record. See www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents
- **How will you use my personal information?** 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.
- **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 a computer system which has carefully controlled access and which is located in secure facilities
- **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 or have any other related questions please contact office@natd.org.uk