

# Professional Teachers of Dancing

Member of the Council for Dance, Drama & Musical Theatre (CDMT)

Member of the Society of Teachers of Speech & Drama (STSD)

Member of the Guild of Professional Teachers of Dancing (GPTD)

## Privacy Notice

The Professional Teachers of Dancing (PTD) is committed to protecting your privacy. At all times we aim to respect any personal information you share with us or we receive from others and keep it safe.

The PTD will handle data in accordance with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) from the 25<sup>th</sup> May 2018. The GDPR allows the PTD to collect and process your personal information if it is reasonably necessary to achieve our or others legitimate interests, as long as that processing is fair, balanced and does not unduly impact your rights as an individual.

The PTD 'legitimate interests' means the interests of the running of the PTD as a dance organisation and ensuring that appropriate certified awards are granted to candidates in line with the standards of the PTD.

### How the PTD collects personal data.

- The PTD will collect personal data when you give it to us directly, for example, your name and contact details, postal address, telephone number and email address, date of birth and gender, financial information, such as bank details and or credit/debit card details, details of your qualifications and experience.
- Personal data will only be collected through an appropriate process related to the context of their PTD role, i.e. member, teacher, examiner, staff.
- Such personal data will only be collected through an appropriate process, e.g. that of subscription, membership, appointment, or application.
- Such personal data collected will not be used by the PTD other than for the purposes of communicating with the person, their employment or role, making payments and entering candidates for examinations. Data collected would be appropriate to their role.

### How and why we use personal information

- To register you as a candidate and allow you to sit examinations. A candidate's personal data will only be collected through the registration process in the context of examination entries made by teachers, parents, and candidates.
- For examination administration purposes. For example, entering candidates for examinations, conducting examinations, assessments, marking, issuing of examination results and certificates, quality assurance purposes, and providing candidates with access to post-results services, i.e. personal development opportunities and membership.
- To carry out reviews or appeals
- To facilitate your purchase of materials

- To publish your profile as a teacher/school electronically following your consent to do this
- To otherwise provide you with services, products, or information you have requested
- To communicate as necessary with training/learning providers
- To provide further information about our work, services, events, training, workshops, or activities (where necessary, only where you have provided your consent to receive such information).
- To answer your questions/requests and communicate with you in general.
- To analyse and improve our work, services, activities, products, or information (including our website).
- To keep our facilities safe and secure.
- To run/administer the activities of the PTD, including our website and ensure that content is presented in the most effective manner for the user.

### **What the PTD does with your personal data**

The PTD does not share, sell, or rent your personal information to third parties for marketing purposes.

- Personal data will be collected, stored, and processed by the PTD for the above purposes. Personal data will be kept no longer than necessary.
- Personal data may be processed in hard copy or electronically.
- For supporting requests for access to examination arrangements, for example reasonable adjustments and/or special consideration additional information may include sensitive personal data relating to health.
- Some personal information may be shared with relevant bodies where appropriate, e.g. examiners, appointments of staff, a reasonable adjustment request, regulatory bodies who govern our work, such as RSL Awards Ltd.

### **Security/storage of and access to your personal information**

- The PTD is committed to keeping your personal information safe and secure and we have appropriate security measures in place to help protect your information.
- Your personal information is only accessible by appropriately trained staff and stored securely to prevent unauthorised access.

### **Exercising your rights**

- Request a copy of the personal information the PTD holds about you
- If there are any inaccuracies, you can ask for the information to be corrected
- You can request to have your personal data erased
- You can place a restriction on the processing of your data
- You have the right to object to the processing of your data

### **Changes to this Notice**

The PTD may update this Notice from time to time. This Notice was last updated August 2020.