



United Teachers of Dance Ltd Data Protection Policy

To operate efficiently, we must collect information about people with whom we work. This may include members of the public, current, past and prospective employees, funded bodies and suppliers. In addition, we may be required by law to collect and use information to comply with the requirements of Central Government.

This personal information must be handled properly under the Data Protection Act 1998 (the Act) and the General Data Protection Regulations (GDPR) 25 May 2018. The regulations determine the way that we handle “personal data” that we collect during carrying out our functions and gives rights of access to people whose “personal data” we may hold.

We consider that the correct treatment of personal data is integral to our successful operation and in maintaining the trust of persons that we deal with. We fully appreciate the underlying principles of the regulations, and support and adhere to its’ provisions.

Information covered by GDPR

GDPR uses the term “Personal Data”. For information held by the United Teachers of Dance Ltd (UTD) personal data means any recorded information held by us and from which a living individual can be identified. It will include a variety of information including names, addresses, contact details, dates of birth, photographs and other personal details.

Data Protection

We will ensure that personal data is:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Not kept for longer than necessary
5. Processed in accordance with the individual's rights
6. Secure
7. Not transferred to countries outside the European Economic area unless the country to which the data is to be transferred has adequate protection for the individual.
8. Only used for third parties under strict criteria

Conditions

We will ensure that at least one of the following conditions are met before we process any personal data:

1. The individual has consented to the processing
2. The processing is necessary for the performance of a contract with the individual
3. The processing is required under a legal obligation (other than one imposed by a contract)
4. The processing is necessary to pursue our legitimate interest or those of third parties (unless it could unjustifiably prejudice the interests of the individual)

Individual's Rights

1. The right to obtain their personal information from us
2. The right to ask us not to process personal data
3. Legal Requirements
4. While it is unlikely, the UTD may be required to disclose your user data by a court order or to comply with other legal requirements. We will use all reasonable endeavours to notify you before we do so, unless we are legally restricted from doing so

Third Parties

The UTD will not sell, rent, distribute or otherwise make member data commercially available to any third party, except as detailed above or with your prior permission.

Our Commitment to Data Protection

We will ensure that:

1. Everyone managing and handling personal information understands that they are responsible for following good Data Protection practice
2. There is someone with specific responsibility for Data Protection within the organisation
3. Staff who handle personal information are appropriately supervised and trained
4. Queries with regards to the handling of personal information are promptly and courteously dealt with
5. People know how to access their own personal information
6. Methods of handling personal information are regularly assessed and evaluated
7. Any disclosure of personal data will comply of approved procedures
8. The UTD will take all necessary steps to ensure that personal data is kept secure always against unlawful or unauthorised loss or disclosure
9. All suppliers that handle personal information given by the UTD are required to confirm that they will abide by the requirements of GDPR and the Data Protection Act

Contacting us about this Data Protection Policy

If you have any questions or comments about this Data Protection Policy, please contact us dance@unitedteachersofdance.co.uk

May 2018