

May 2018



United Teachers of Dance Ltd Privacy Policy

This Privacy Notice tells you what to expect when the United Teachers of Dance (UTD) collects personal information.

The UTD is committed to protecting your personal information in accordance with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) effective from 25th May 2018. We are committed to providing a safe environment for all our members, candidates, employees, casual and freelance workers and everybody who encounters us, both physically and virtually (online). This Privacy Policy 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 UTD website does not contain any hyperlinks to websites owned or operated by third parties.

- **Members** - We collect contact details, membership details and qualification details to provide membership services. This includes, but not limited to, the administration of joining and renewals, distribution of our Newsletter, information regarding our AGM, details for training courses and local area meetings, Scholarship information, providing disclosure and barring service checks and registration.
- **What information does the UTD have about me?** – When you participate in any of the UTD activities we may collect and store personal information about you. This can consist of information such as your name, email address, postal address, contact telephone number, date of birth and payment details. By submitting these details, we assume consent to use it for administration purposes to enable us to provide you with the service you require.
- **Data Retention** – Once a member does not renew with the UTD we will no longer hold on to any personal data on this subject.
- **Candidates** – We collect and hold information to administer the taking of Examinations, Performance Awards, Agilities, Professional Qualifications and issuing

Certificates to successful candidates. The UTD holds the Certificate information indefinitely for existing members only.

- **What are cookies?** – Cookies are text files that websites place on to your own computer to store information specific to you. The UTD website does not use cookies so therefore does not store information when you have logged on to the site.
- **How will the UTD use personal information?** – We will use your information for several purposes including
 1. To provide you with information about our products, services and activities and to deal with your requests and enquiries
 2. For general administration purposes
 3. To contact you about an application you have made

As and when we need to use your personal information for reasons other than the ones specified above, we will ensure to 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 products or services that you have requested. The UTD **does not** share your personal information with any third parties, **unless clearly stated**. We **do not** sell your data, and neither do we buy data from third parties.

- **Reasonable Adjustments** – Personal Information supplied for Reasonable Adjustment of an examination will be evaluated by Head Office and the outcome shared with the Examiner. Please contact Head Office for further information.
- **The UTD may contact you -**
 1. to send you relevant communications as part of your membership package
 2. to remind you of important deadlines and/or renewal notifications
 3. in relation to any service or activity that you have signed up for to ensure that we can deliver this service or activity to you
 4. in relation to any correspondence we receive from you or any comment or complaint you make to us
- **Young members** – If you are aged 16 or under and you provide us with information on an application form or for student membership (online or printed), your parent(s)/guardian(s) permission will be required.
- **How long will the UTD keep my personal information for?** – We will keep information we hold on our 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. All membership information is stored in locked, steel, fire safe filing

cabinets in secure facilities. We also store personal information on computer systems which have carefully controlled access and are password protected. Any highly confidential information such as 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 the UTD holds about me?** – You have the right to access personal information held about you. If you wish to make a Data Subject Access Request, please contact dance@unitedteachersofdance.co.uk

Contacting us about this Privacy Policy – If you have any questions or comments about this Privacy Policy please contact us dance@unitedteachersofdance.co.uk