

# BRITISH THEATRE DANCE ASSOCIATION (BTDA)

## GENERAL PRIVACY NOTICE

### **VOLUNTEERS, MEMBERS, ASSOCIATIONS, TEACHERS, ASSESSORS, EXAMINERS, STAFF, DIRECTORS, TRUSTEES & GENERAL ENQUIRERS**

**EFFECTIVE FROM 25<sup>th</sup> MAY 2018**

*BTDA will process your personal data in accordance with the Data Protection Act 1998, and the General Data Protections Regulation from the 25<sup>th</sup> May 2018 when it came into force, and any regulatory requirements as specified by the qualification regulators of England (Ofqual), Wales (QiW) and Northern Ireland (CCEA).*

#### **The 'what' and 'why' of collecting your personal data.**

1. BTDA will undertake the following administrative activities in relation to the processing and exchange of personal data where appropriate for:
  - Communication – this includes contact details;
  - Recruitment, and Employment or Role – this includes applications, references, history of employment, DBS, identity, qualifications, appraisals and training
  - Finance – this includes bank details for making payment;

#### **How BTDA collects your personal data.**

2. Personal data will only be collected through an appropriate process related to the context of their BTDA role, i.e. of being a volunteer, member, associate, teacher, assessor, examiner, staff, director, trustee.
3. Such personal data will only be collected through an appropriate process, e.g. that of subscription, membership, appointment, application, or approval.
4. Such personal data collected will not be used by BTDA other than for the purposes of communicating with the person, their employment or role, and making payments. Data collected would be appropriate to their role.

#### **What BTDA does with your personal data.**

4. Personal data will be collected, stored, and processed by BTDA for the above mentioned purposes. Personal data will be kept for no longer than necessary.
5. Personal data may be processed in hard copy or electronically, or on Examtrack, a service provided by an IT management company who are our 'data processors' under the terms of the Data Protection Act 1998.

#### **Who BTDA shares your personal data with.**

6. BTDA will share some personal information with relevant staff/volunteers (Area and Competition Organisers) and directors.

7. BTDA will, where required, provide personal data to Government Departments and Public Bodies.

### **General Enquirers**

8. When general enquiries are made, BTDA will ask for and hold the appropriate and minimum personal information to enable the enquiry to be resolved. The information will be erased on the satisfactory resolution of the enquiry.

### **What are your rights.**

9. You have the right to:

- request a copy of personal information BTDA holds about you;
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data
- to object to processing
- to request your data to be ported

10. BTDA is obliged to respond within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998. Applications should be made to the BTDA's Data Protection Officer.

*For the purposes of this Privacy Notice BTDA is a 'data controller' and 'data processor' under the terms of the Data Protection Act 1998. As a data controller BTDA is required to determine the purpose(s) for which 'personal data' (information about individuals from which they can be identified) is processed and the way in which that processing is undertaken. It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.*