



## Faculty of Education Privacy Notice

We only use personal information if we have a proper reason to do so and this includes if we share information outside of the Royal Academy of Dance.

### How do we collect information from you?

We obtain information about you when you

- complete an online form

### What type of information is collected from you?

The personal information we collect may include your

- name
- address
- email address
- telephone number
- programmes of interest
- planned entry year
- source of Faculty of Education information

### How is your information used?

We use your information to:

- post a hard copy prospectus to you
- establish the number of requests per month
- gauge the interest in our programmes of study

### What is the lawful basis for processing my information?

The lawful basis for processing your information in these circumstances is **explained below**

Your information	Circumstances	Lawful basis
<ul style="list-style-type: none"><li>• name</li><li>• address</li></ul>	post a hard copy prospectus to you	Consent

Where the lawful basis for processing your information is stated as “consent” above you have the opportunity to withdraw your consent at any time.

## **How long is your information kept?**

We review how long we keep personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We hold your personal information on our systems for only as long as is necessary for the relevant activity, or as long as is set out in any relevant contract or agreement you hold with us.

## **Who has access to your information?**

We DO NOT sell or rent your information to other organisations.

We DO NOT buy or rent information from other organisations.

We may pass your information to third party service providers, agents, subcontractors or other associated organisations. This is only done when stated and for the purposes of completing tasks and providing services to you on our behalf. We use **Rapid Mailing & Printing Ltd** to mail prospectuses out to potential students. We have a data sharing agreement in place with them and we recommend that you read their [Privacy Policy](#)

When we do this, we disclose only the personal information that is necessary to deliver the service and we have an agreement in place that requires them to keep your information secure and not to use it for any other purpose.

Please be reassured that we will not release your information to other organisations unless in exceptional cases when we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime. In all other instances we would only share your information with another party, if you have given your explicit permission to do so.

## **Under 13**

We are particularly concerned to protect the privacy of children aged 13 years of age and under. If you are under 13 please ask your parent or guardian's permission before you provide us with your personal information. Sometimes we may need to check your age, which might mean we need to contact your parent or guardian.

## **Your choices and individual privacy rights**

You have a choice about whether or not you wish to receive information from us. If you give permission to receive communications about the work of the Royal Academy of Dance and our products, services and events, you can select your choices by ticking the relevant boxes on the form on which we collect your information.

We will not contact you for marketing purposes by post, email, or text message unless you have given your explicit permission. You can change your preferences, withdraw your consent, object or ask for processing to be restricted at any time by contacting us by email at [faculty@rad.org.uk](mailto:faculty@rad.org.uk) or tel +44 (0) 207 326 8000 or writing to Royal Academy of Dance, 36 Battersea Square, London, SW11 3RA

### **How you can access and update your information**

The accuracy of your information is important to us. If your contact details change and need to be updated you may be able to update your own personal information online. If this is not relevant to you, or you would prefer to make contact with us you can update your personal details by emailing [faculty@rad.org.uk](mailto:faculty@rad.org.uk) or tel +44 (0) 207 326 8000 or writing to Royal Academy of Dance, 36 Battersea Square, London, SW11 3RA

You have the right to ask for a copy of the personal information Royal Academy of Dance holds about you. Please contact [dp@rad.org.uk](mailto:dp@rad.org.uk) or write to Royal Academy of Dance, 36 Battersea Square, London, SW11 3RA. We will respond to you as soon as possible and usually within one calendar month.

You also have the right to have your information erased, to object and to restrict processing. If you wish to do this please contact [dp@rad.org.uk](mailto:dp@rad.org.uk) or write to Royal Academy of Dance, 36 Battersea Square, London, SW11 3RA.

### **Complaints**

If you have a complaint about our privacy practices and the way we have collected, used, retained or disposed of your information please contact [dp@rad.org.uk](mailto:dp@rad.org.uk) or telephone +44 (0) 207326 8000. Alternatively you can contact the Information Commissioner's Office to report a concern by calling their helpline on 0303 123 1113 (in the UK). Alternatively you can contact the equivalent national privacy authority in your country, if outside the UK.

### **Privacy Notice review**

We review this Notice annually or as and when changes in legislation or internal procedures require it. This Notice is reviewed by the Information Management Committee, Executive Board and Board of Trustees.

### **Corporate Privacy Notice**

For further information and for details on how your information is used, please read the Corporate Royal Academy of Dance [Privacy Notice](#)