

##### Project B Dance Studies Bursary

**Application Pack**



**Privacy Notice**

The Royal Academy of Dance, including Royal Academy of Dance Enterprises Ltd is committed to protecting and respecting your privacy.

This Privacy Notice explains:

1. how, when and why we collect personal information from people
2. how we use the information;
3. how long we keep it;
4. the conditions when we may share it with others and
5. how we keep it secure.

This Privacy Notice also tells you about your privacy rights and how the law protects you.

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 application/registration form
* speak to us on the telephone or in person
* make a payment (online via Eventbrite or over the phone)
* use our websites
* complete a survey
* when registering for our mailing list

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

The personal information we collect may include your

Parent/Guardian information:

* name
* email
* contact number

Student information:

* name
* address
* contact number
* email
* activity that you are applying for?
* background and interests (dance and other)
* how the bursary will support you?
* previous and/or current bursary history
* why you have selected this activity
* future ambitions
* consent for profile to be used as a case study

**How is your information used?**

We use your information to:

* process an application that you have made for a bursary
* notify you of changes or confirmation of our services

**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** |
| *Parent/Guardian information* |
| Name, email contact number | To process your registration and ensure you receive information related to the bursary  | Contract |
| *Student information* |
| Student name, address, contact number, email | To process your registration and ensure you receive information related to the bursary | Contract |
| Activity that you are applying for? | To establish which bursary you are applying for  | Contract |
| Background and interests, how the bursary will support you, previous and/or current bursary history, why you have selected this activity and future ambitions. | To help us identify who will be most suitable for the bursary | Contract |
| consent for profile to be used as a case study | For the future promotion of the relevant activity | Consent |

**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. An example of this is to a mailing house to send you mailings e.g. publications like Dance Gazette.

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 16**

We are particularly concerned to protect the privacy of children aged under 16 years of age. If you are under 16 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.

**Third party Providers**

Social Media

If you engage with the RAD on any of our social media channels you should know that we do not collect your personal information it remains within the platform that we are using and so you should familiarise yourself with their privacy notices and policies: [Facebook](https://www.facebook.com/privacy/explanation), [Twitter](https://twitter.com/en/privacy), [Instagram](https://help.instagram.com/155833707900388), [LinkedIn](https://www.linkedin.com/legal/privacy-policy) and [YouTube](https://www.google.co.uk/intl/en-GB/policies/privacy/). If you send us a direct message, your information still remains within the platform unless we ask you to provide us with your contact details to continue the conversation offline or privately, and you consent to do that.

**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 courses@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 courses@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 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.

**Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take necessary steps to ensure that it’s treated securely. Any personal information that requires extra security (such as credit or debit card details) is encrypted and protected over the Internet by third party encryption software and protected using industry standard security measures, including the Secure Socket Layer (SSL) protocol. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Microsoft Internet Explorer.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Once we receive your information, we make all reasonable efforts to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

**Use of credit and card details**

Where you use your credit or debit card to purchase from us or to make a donation, we will ensure that this is carried out securely and in accordance with the Payment Card Industry Data Security Standard (PCI-DSS). You can find more information about this standard [here](https://www.pcisecuritystandards.org/pci_security/maintaining_payment_security). We do not store your card details for use in future transactions. We use third party providers [Sagepay](https://www.sagepay.co.uk/) and [Global Payments](https://www.globalpaymentsinc.com/en-gb) to securely process and store financial information, we advise you to read their privacy policies.”

**Use of 'cookies'**

Many websites uses 'cookies' which are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. We do not use cookies on our website, but we do use Google Analytics which monitors the traffic on our website and helps us to improve it by understanding how information is used and navigated. Information is collected anonymously and website trends are reported without identifying individuals. More information is available at [www.rad.org.uk/cookies](http://www.rad.org.uk/cookies).

**Links to other websites**

Our website may contain links to other websites run by other organisations. This privacy notice applies only to our website‚ so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

**Transferring your information outside of Europe**

As part of the services offered to you through this website, the information which you provide to us may be transferred to Royal Academy of Dance offices in countries outside the European Union (“EU”). These countries may not have similar data protection laws to the UK. By submitting your personal data, you agree to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Notice.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

**Questions**

Any questions regarding this Privacy Notice and our privacy practices should be sent by email to privacy@rad.org.uk or telephone +44 (0) 207326 8000.

**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 privacy@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.

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##### Selection Criteria & Application Form:

##### Project B Dance Studies Bursary

Project B Dance Studies Bursaries are available for male students on both the GCSE and A Level courses at the Royal Academy of Dance Headquarters (Battersea, London). One GCSE and one A Level bursary will be awarded per academic year to cover tuition costs and exam entry fees for the full two year programme.

**Selection Criteria**

* Applicants must have submitted an application and meet the relevant criteria for their chosen course.
* Applicants must be male or identify as male
* Applicants should not normally be in receipt of any other bursary or scholarship monies for the duration of the programme
* Applicants must commit to the full 2 year programme for their selected course

Please note: Bursary monies will only be awarded once the successful applicant has been offered and accepted the place for this academic year. It will not be possible to defer this bursary.

The bursary will be awarded on the basis of personal characteristics and future ambition. In respect of personal characteristics, applicants should be able to demonstrate that they:

* Are enthusiastic, energetic and determined
* Possess good communication and interpersonal skills
* Take a proactive and committed approach to their dancing
* Are highly motivated
* Are keen to succeed
* Have an interest in dance

**Selection process**

The bursary selection process will be administered by the Academy’s Training Department. Decisions are made at the discretion of the Training Department at the RAD. The Academy’s choice of bursary recipient/s is final. You must submit an application form in order to be considered for the bursary.

Bursary applications should be submitted electronically to dancestudies@rad.org.uk .

You should save each file in the following format before submission: <<**namebursaryapplication.doc**>>

e.g. if your name was John Smith, save your files as:

 **johnsmithbursaryapplication.doc**

In your email, please include <<Project B Bursary>> in the Subject heading.

**The closing date for bursary applications is 3 August 2018. All applications must be received by that date to be considered for the bursary**.

**We favour applications by email, however if you would prefer to send a paper copy of your application to the address below:**

**Training Department, Dance Studies Project B Bursary Application, Royal Academy of Dance, 36 Battersea Square, London. SW11 3RA. United Kingdom**



**Application Form**

#### 1. Personal Details

|  |  |
| --- | --- |
| Your name |  |

|  |  |
| --- | --- |
| Your permanent address & postcode |  |

|  |  |
| --- | --- |
| Tel no. | Home: |
| Mobile: |

|  |  |
| --- | --- |
| E-MailAddress |  |

|  |  |
| --- | --- |
| Can you be contacted by e-mailabout this application?  | Yes No |

|  |  |
| --- | --- |
| Programme of study |  |
| Programme start date |  |

#### 2. About You

|  |
| --- |
| a) Previous Dance Experience Please give details of any previous dance experience, qualification or awards |
| b) Please tell us about your interests, achievements and involvement in activities both in and outside your dance experience.  |
| c)Please tell us about your reasons for pursuing your chosen programme of study and your ambitions for the future. |
| d) Please tell us why you feel you should be considered for the Project B Bursary, including details of how you feel you meet the stipulated selection criteria and your awareness and interest in dance. |
| e) In no more than 500 words, please tell us how you would benefit from the financial support of this bursary. Please continue on a separate sheet if required. |

#### 3. Declaration

|  |
| --- |
| **Declaration by applicant:** |
| I confirm that the information given on this form is true and accurate and wish to apply for a bursary. I understand that the application will be considered according to the regulations of the Project B Bursary and that the decision of the Selection Panel or their representatives is final.  Please tick this box to indicate that you permission to the RAD to use your profile for the promotion of the GCSE or A Level programme, as appropriate. |
| Applicant name: |  | Date: |  |
| Applicant signature: |  |
| **Parent/Guardian (If applicant if under 16 years old):** |
| I confirm that the applicant for this Bursary is my child/ward, and I confirm that the information given on this form is true and accurate and wish to apply for a Bursary. I understand that the application will be considered according to the criteria described on page 1 of this document, and that the decision of the Selection Panel or their representatives is final.  |
| Parent/Guardian’s Signature: |  | Date: |  |
| *Please type your name in the space provided above. You are not required to print the form.* |
| Please email completed forms to: dancestudies@rad.org.uk . Please ensure you have completed **all sections** of the application form before submitting. You must submit your application before the closing date in order to be considered for the bursary. **Closing date: 2 August 2019**You should save each file in the following format before submission: <<**namebursaryapplication.doc**>> e.g. if your name was John Smith, save your files as: **johnsmithbursaryapplication.doc** In your email, please include **<<Project B Bursary>>** in the Subject heading. Alternatively, send a paper copy of your application to the address below:Training Department, Dance Studies Project B Bursary Application, Royal Academy of Dance, 36 Battersea Square, London. SW11 3RA. United Kingdom. |