

# BRITISH DANCE COUNCIL PRIVACY NOTICE

This privacy notice tells you what to expect when the BDC collects personal information.

We may change this policy by updating this page. You should check from time to time to ensure that you are happy with any changes. This policy is effective from 25<sup>th</sup> May 2018.

## Contents

[Introduction](#)

[Data protection principles](#)

[Your rights](#)

[Information BDC processes](#)

[Legal basis for processing](#)

[Members](#)

[E-news items](#)

[Email addresses](#)

[Data Retention](#)

[Registrations](#)

[Website visitors](#)

[Use of cookies by BDC](#)

[Forms](#)

[Payments](#)

[Links to other websites](#)

[Schools on website](#)

[Suppliers / 3<sup>rd</sup> parties](#)

[Use of data processors](#)

[Posting](#)

[Website hosting](#)

[Email hosting](#)

[International Data Transfers](#)

[Security](#)

[Complaints or queries](#)

[Access to personal information](#)

[Disclosure of personal information](#)

[Legal Obligation](#)

[Malpractice / Maladministration](#)

[How to contact us](#)

## Introduction

British Dance Council is committed to process any personal information it holds only in ways that are fair, transparently and meet its legal obligations, in other words, in accordance with the Data Protection Act and its successor the [General Data Protection Regulations](#) (GDPR).

BRITISH DANCE COUNCIL will take particular care over email addresses which in addition to the GDPR are subject to the [Privacy and Electronic Communication Regulations](#) (PECR).

## Data protection principles

The legislation sets out various data protection principles. These include that personal information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection

## Your rights

The legislation conveys various individual rights. These include the following:

- The right to be informed
- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

The sections towards the end of this Privacy Notice let you know how you can exercise your rights.

You can read more about your rights at <https://ico.org.uk/for-the-public/>.

## Information BDC processes

The following sections describe the information that BDC collects and how it is processed. The sections are split according to the type of information.

### Legal basis for processing

The legislation requires that there is a clear legal basis for processing personal information. In general BDC relies on the individual's consent in order to process their data. Where there are exceptions such as a legal obligation, contractual agreement or British Dance Council's legitimate interest, they will be noted below.

Please note that if consent is withdrawn the level of service that we can offer might be severely curtailed.

### Members

We collect contact details, membership details and qualification details in order to provide membership services.

That includes, but not limited to, the administration of joining and renewals, Biennial Congress, access to BDC competitions and/or championships

### E-news items

With consent we email items of news and/or press releases that we believe will be of interest to our members.

### Email addresses

If an email address is provided we assume consent to use it for administrative purposes of membership (e.g. notification of membership renewal or membership update)

We will not use it to send you e-news and marketing items without your explicit consent.

### Data Retention

Once a member lapses, we retain sufficient information to identify the member was a previous member. BDC relies on legitimate interest as the legal basis for retaining registration or certificate information.

### Registrations

We collect and hold information to administer recording of information and/or qualifications and issuing of licences to successful applicants. We will hold licence qualification information indefinitely to confirm that it is genuine to any interested party.

### Website visitors

When someone visits bdconline.org we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone.

### Use of cookies by the BDC

The BDC will only use cookies to enhance your experience on our website and not to collect information about you.

## Forms

There are various forms on the website used to collect information. That information is only used for the stated purposes which are described in the relevant sections of this Privacy Notice.

## Payments

BDC keep card payment details securely and BDC are compliant with the "Payment Card Industry Data Security Standard (PCI DSS)"

## Links to other websites

This Privacy Notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

## Schools on website

Schools can submit an entry on the website by registering on the site. The entry are approved or not by the BDC site administrator once approved will be made publicly available as part of the website's Find-A-School feature. The information submitted will only be used for the Find-A-School feature. The school details will be kept until such time as the person completing the form removes it or is removed by the BDC.

## Suppliers / 3<sup>rd</sup> parties

### Use of data processors

Data processors are third parties who provide services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

### Posting

When sending letters, parcels, publications and purchases we will share your postal address with the delivery service (Normally Royal Mail or Parcel Force Worldwide).

### Website hosting

BDC use a third party service, Wabwebs Ltd to host our website. Wabwebs Ltd are contractually obliged to treat any information on our private website as confidential and only use such information for the purpose of providing BDC with web hosting.

### Email Hosting

We use a third party service, The ITPartnership administer our email accounts.

## International Data Transfers

Your personal information will be stored in the EU and in accordance with the GDPR.

The GDPR applies to EU residents. If we share personal information of EU residents with suppliers or 3<sup>rd</sup> parties outside of the EU we will ensure that they meet the requirements of the GDPR.

We are committed to complying with the data regulations of non-EU residents according to their jurisdiction.

## Security

BDC has implemented technical and organisational security measures to protect your personal data against unauthorized access, loss or misuse.

## Complaints or queries

BDC tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of BDC's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

Confidentiality will be preserved during the investigation of a complaint to safeguard the interests of everyone concerned unless disclosure is necessary to progress the complaint.

If you want to make a complaint about the way we have processed your personal information, please contact us in writing to the address provided below. For more details see the "Complaints Procedure" in the BDC rulebook and email [secretary@british-dance-council.org](mailto:secretary@british-dance-council.org) as on the "contact us" page of our website.

## Access to personal information

BDC tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by asking. This is formally known as a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it.
- tell you why we are holding it.
- tell you who it could be disclosed to.
- let you have a copy of the information in an intelligible form.

To make a request to the BDC for any personal information we may hold you need to put the request in writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes.

We may make a charge of up to £10 for a request.

## Disclosure of personal information

Except as described in this Privacy Notice we will not disclose personal data without consent.

## Legal Obligation

We may disclose your information to governmental agencies or entities, regulatory authorities, or other persons in line with any applicable law, regulations, court order or official request.

## Malpractice / Maladministration

An investigation into malpractice may result in personal information being shared with the regulatory authorities, other awarding organisations, examiner, teacher, candidate or 3rd party that notified us of the suspected or actual malpractice. In this case BDC will rely on consent and/or legal and/or legitimate interest as the legal basis for holding and sharing this information.

## How to contact us

Data Protection Officer  
British Dance Council  
240 Merton Road  
South Wimbledon  
London  
SW19 1EX

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