



Northern Counties Dance Teacher's Association International

Privacy Policy – Participants

This privacy policy discloses the privacy practices for Northern Counties Dance Teacher's Association International.

This privacy policy applies solely to information collected by the staff, volunteers, and representatives of Northern Counties Dance Teacher's Association International.

The policy will notify you of the following:

- a) What personally identifiable information is collected from you, how it is used and with whom it may be shared
- b) What choices are available to you regarding the use of your data
- c) The security procedures in place to protect the misuse of your information
- d) How you can correct any inaccuracies in the information

1. Information, collection, use and sharing

We are the sole owners of the information collected by staff, volunteers and representatives of Northern Counties Dance Teacher's Association International. We only have access to/collect information that you voluntarily give us via email or other direct contact from you or other nominated parties. We will not sell or rent or give this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organisation(s), other than as necessary to fulfil your request, e.g. to contact you and communicate with you about ongoing matters which relate to you.

Unless you ask us not to, we may contact you via email in the future to tell you about our news, opportunities, changes and updates of policies.

2. Your access to and control over information

You may opt out of any future contact from us at any time. You can do this by contacting us via email, which is given on our website. You can ask us the following:

- a) See what data we have about you, if any
- b) Change/correct any data we have about you
- c) Have us delete any data we have about you
- d) Express any concern you have about our use of your data
- e) Control what your data is used for

3. Lawful base for holding data

We request information from you to complete our activities which you are party to and rely on the lawful bases of contract and legitimate interest. This means under the governing law of the Data Protection Act 2018 and General Data Protection Regulation 2018 compliance you are entitled to ask to be erased from our database and the right to object to being



included on the database. To benefit from the services and activities of Northern Counties Dance Teacher's Association International, you must provide contact information (name and address). This information is used for the purposes stated in this document and to fulfil our obligations to you. If we need to contact you, we will use the information you have given us.

4. Purpose of processing data

We process your data for the sole purpose of the activities associated with Northern Counties Dance Teacher's Association International.

5. Duration of holding information

The information you have given us will be utilised as per our policies for the duration of your association with the Northern Counties Dance Teacher's Association International.

6. Security

We take precautions to protect information. When you submit sensitive information to Northern Counties Dance Teacher's Association International, your information is protected both online and offline.

7. Children

Where children are participating in activities provided to them either directly or via a third party, we will require consent of the supervising adult such as a parent or nominated party for all children under 16.

8. Vulnerable adults

Where vulnerable adults are participating in activities provided to them either directly or via a third party, we will require consent of the supervising adult such as a parent or nominated party.

8.1 Definition of a Vulnerable Adult should be taken from the Law Commission – Who Decides?: Making decisions on behalf of mentally incapacitated adults 1997

9. Updates

We reserve the right to amend/change our policy at any time and all updates will be made available to you.

10. Complaints

If you feel we are not using your data in the way in which you are agreeing to you have the right to make a complaint. Please contact us in the first instance but you can also visit <https://ico.org.uk/concerns/handling/> for further information.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via email safeguardingncdta@gmail.com



[PAGE LEFT BLANK]