NATD

National Association of Teachers of Dancing

Data Protection Policy

Introduction

In order to operate efficiently, we must collect information about people with whom we work. These may include members of the public, current, past and prospective employees, funded bodies and suppliers. In addition, we may be required by law to collect and use information in order to comply with the requirements of central government.

This personal information must be handled properly under the Data Protection Act 1998 ('the Act') and the General Data Protection Regulations(GDPR) May 25th 2018 . The regulations determine the way that we handle 'personal data' that we collect in the course of carrying out our functions and gives rights of access to people whose 'personal data' we may hold.

We consider that the correct treatment of personal data is integral to our successful operations and to maintaining trust of the persons we deal with. We fully appreciate the underlying principles of the regulations and support and adhere to its provisions.

Information covered by GDPR

GDPR uses the term 'personal data'. For information held by NATD, personal data essentially means any recorded information held by us and from which a living individual can be identified. It will include a variety of information including names, addresses, telephone numbers, photographs of people and other personal details.

Data protection

We will ensure that personal data is:

1. fairly and lawfully processed
2. processed for limited purposes
3. adequate, relevant and not excessive
4. accurate and kept up to date
5. not kept longer than necessary
6. processed in accordance with the individual's rights
7. secure
8. not transferred to other countries unless the country to which the data is to be transferred has adequate protection for the individuals
9. Only used by third parties under strict criteria

Conditions
We will ensure that at least one of the following conditions are met before we process any personal data:

1. the individual has consented to the processing
2. the processing is necessary for the performance of a contract with the individual
3. the processing is required under a legal obligation (other than one imposed by a contract)
4. the processing is necessary in order to pursue our legitimate interests or those of third parties (unless it could unjustifiably prejudice the interests of the individual)

Individuals' rights

- the right to obtain their personal information from us
- the right to ask us not to process personal data

Legal requirements
While it is unlikely, NATD may be required to disclose your user data by a court order or to comply with other legal requirements. We will use all reasonable endeavours to notify you before we do so, unless we are legally restricted from doing so.

No commercial disposal to third parties
NATD shall not sell, rent, distribute or otherwise make user data commercially available to any third party, except as described above or with your prior permission.

Our commitment to data protection
We will ensure that:

- everyone managing and handling personal information understands that they are responsible for following good data protection practice
- there is someone with specific responsibility for data protection in the organisation
- staff who handle personal information are appropriately supervised and trained
- queries about handling personal information are promptly and courteously dealt with
- people know how to access their own personal information
- methods of handling personal information are regularly assessed and evaluated
- any disclosure of personal data will be in compliance with approved procedures.
- we take all necessary steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure
- all contractors who are users of personal information supplied by NATD will be required to confirm that they will abide by the requirements of GDPR with regard to information supplied by us.

Privacy Notice

NATD Privacy Notice is available on the website