

SDTA Data Protection Privacy Policy

Data Format	Nature of Data	Why Do We Hold The Data?	How Is the Data Stored?	Retention Procedures	Data Shared/ Consent Required?
Subscription Renewal Form	Member's name, address, phone number, e-mail address, date of birth, dance qualifications, year of joining SDTA, Alliance membership number	<p>Contact details are held so that we can send the Alliance newsletter to the member and any information/products that they request from us, to post out examination paperwork requested by members, to post out Christmas cards to members, to post out sympathy/congratulations flowers to members, to post certificates, awards and examination results to members when they/their pupils undertake SDTA examinations</p> <p>A record of dance qualifications are held so that if members apply to sit another examination/apply to be a judge/are considered for an appointment as an examiner, we can verify their eligibility.</p>	On paper format, locked in a cabinet.	Eventually transferred to locked archive. Securely destroyed after three years.	

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		<p>Dates of birth are held so that we can verify the member's eligibility for reduced subscription rates and their eligibility for sitting examinations for which the candidate must be of a certain age.</p> <p>A note of the date of joining is held so that we can verify the member's eligibility for reduced subscription rates and their eligibility for sitting examinations which require a certain length of Alliance membership.</p>			

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Professional Application Forms	Member's name, address, phone number, e-mail address, date of birth, dance qualifications, year of joining SDTA (if applicable), Alliance membership number (if applicable), date and place of examination, teacher's name and address, name and address of referees. These forms require the applicant's, the teacher's and the referees' signatures.	<p>Contact details are held so that we can send the Alliance newsletter to the member and any information/products that they request from us, to post out examination paperwork requested by members, to post out Christmas cards to members, to post out sympathy/congratulations flowers to members, to post certificates, awards and examination results to members when they/their pupils undertake SDTA examinations.</p> <p>A record of dance qualifications are held so that if members apply to sit another examination/apply to be a judge/are considered for an appointment as an examiner, we can verify their eligibility.</p>	On paper format, locked in a cabinet.	Eventually transferred to locked archive. Kept indefinitely.	

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		<p>Dates of birth are held so that we can verify the member's eligibility for reduced subscription rates and their eligibility for sitting examinations for which the candidate must be of a certain age.</p> <p>Teachers'/referees' contact details are held in case we need to contact them to verify that the information given on the application forms is correct and also in case we need to obtain a reference.</p>			
Competition/event/lecture entry forms	Applicant's name, address, phone number, e-mail address, date of birth, dance qualifications, Alliance membership number, medical information, emergency contact details. These forms require signature of applicant/guardian.	The applicant's/guardian's contact details are held so that we can send them information/updates regarding the event. We hold the applicant's medical information in order to tailor the event to their needs and for reference purposes in case of a medical emergency during the course of the event. We require emergency contact details in case of emergency during the course of the event.	On paper format, locked in a cupboard.	Securely destroyed after a period of one year from the event.	

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Consent Forms, e.g. Filming Consent Forms	Participant's name, contact details/guardian's contact details, signature/guardian's signature, dance school, dance teacher, dance teacher's contact details.	These consent forms are needed so that we can identify that the participant was fully aware of how the footage of them would be processed and consented to this use.	On disc and on computer.	Retained indefinitely for historical purposes.	
Reasonable Adjustment Forms/ Special Consideration Forms		These details are needed for the examiner, so that our examinations can be inclusive and fair.		Securely destroyed after a period of two years.	

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Examinations Estimate Forms	Member's name, address, telephone number, exam venue address, exam date, exam start time, estimated number of candidates being examined, the genre and level of examination	The member's contact details and the estimated numbers are needed in order to send out the required paperwork to the member. The venue, date and start time and estimated numbers are needed for the examiner's information.	On paper format, locked in a cabinet.	Retained with the rest of the examination paperwork indefinitely.	
Examinations Master Sheets	Member's name, address, telephone number, exam venue address, exam date, candidates' names, levels of examinations undertaken, examination results attained.	The member's contact details and the estimated numbers are needed in order to send out the certificates and awards to the member. The venue address is required in order to work out the examiner's mileage. The candidate names, examination levels and results are required to create their certificates and awards and then are later used to update the stock spreadsheet.	On paper format, locked in a cabinet.	Retained with the rest of the examination paperwork indefinitely.	

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Examinations Totals Sheets	Member's name, address, telephone number, exam venue address, exam date, numbers who took each examination, the total fees incurred.	The member's contact details and the estimated numbers are needed in order to send out the certificates and awards to the member. The venue address is required in order to work out the examiner's mileage. The fees incurred are required in order to check that the amount paid by the member is correct and also to calculate the fees due to the examiner.	On paper format, locked in a cabinet.	Retained with the rest of the examination paperwork indefinitely.	
Certificate Database	Candidate's name, teacher's name, level of examination taken, result, date of examination.	A record of dance qualifications are held so that if members apply to sit another examination/apply to be a judge/are considered for an appointment as an examiner, we can verify their eligibility. Also, if a pupil leaves a dance school and then resumes lessons at a later date with another teacher, we have a note of where they left off in their dance qualifications.	On computer.	Retained indefinitely.	

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Change of Address E-mails	Members' contact details.	Used to update our database and website system so that so that we can send the Alliance newsletter to the member and any information/products that they request from us, to post out examination paperwork requested by members, to post out Christmas cards to members, to post out sympathy/congratulations flowers to members, to post certificates, awards and examination results to members when they/their pupils undertake SDTA examinations.	On paper format, locked in a cabinet.	Eventually transferred to locked archive. Securely destroyed after a period of three years.	
Teachers'/Examiners' Feedback Forms	Feedback on how the teacher/examiner conducted the examinations, feedback on the awards, feedback on the office work re. the exams, any other feedback re. SDTA examinations in general.	Passed to Board of Examiners to flag up any problems in how examinations are conducted. BOE can then recommend changes to the examination process from exam booking to postage of certificates and awards. BOE can also provide advice and support to teachers/examiners/office staff if they believe that it is required.	On paper format, locked in a cabinet.	Archived in a locked cupboard. Securely destroyed after a period of one year. Information from actioned feedback forms transferred to an Excel spreadsheet and retained indefinitely.	

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Correspondence (via e-mail and in paper format)	Various information.	As a record of queries, requests, invitations, feedback and acknowledgements contained therein and what action (if any) was taken as a result of our receipt of the correspondence.	Incoming correspondence (and SDTA replies) stored on PCs (if e-mails) or in a locked cabinet (paper format).	Junk mail deleted/securely destroyed. E-mails archived in computer system and retained indefinitely. Paper format correspondence eventually transferred to locked archive cupboard and retained indefinitely.	
Direct Debit Mandates	Member's name, bank account details, bank address. These documents are signed by the members.	These are a request from the member to set up a direct debit payment for their annual subscription. We need this information in order to set the DD up with our bank.	On paper format, locked in a cabinet.	Retained indefinitely.	
Card Payment Receipts	The customer's name, the long number of their bank card, the expiry date of the bank card, the goods/services purchased, the date of purchase.	These are used to update and then reconcile the SDTA accounts.	On paper format, locked in a cabinet.	Securely destroyed after a period of three months.	

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Meeting/Lecture/Event Sign-In Sheets	Participant' name, signature, time of arrival, time of departure.	These are needed for various reasons: for a head count, in case of emergency evacuation; for CPD records; for calculating any fees due to the SDTA through the member's attendance/length of attendance.	On paper format, locked in a cabinet.	Securely destroyed after a period of one year from the event??????	
PVG	Information provided by Due Diligence Checking Ltd.	This information is needed for SDTA examiners as a safeguarding measure. Some teachers may undergo a PVG check with DDC and we retain this information also, as we may require this information from all teachers in the future.	On paper format, locked in drawer. Also logged in an Excel spreadsheet.	Retained indefinitely.	
Studio Let Forms	Lessee's name, address, telephone number, e-mail address and studio let dates/times. These forms are signed by the lessees.	The contact details are needed to keep the lessee informed of any changes/updates to their lets and to send them invoices for their lets.	On paper format, locked in a cabinet.	Retained indefinitely.	
Sage Accounts	Customers'/payees' names, reason for payment, date of payment, method of payment and date on which transaction was reconciled.	These details are needed for our financial records so that we can track our income and expenditure and submit our accounts to HMRC and to our members.	On computer.	Retained indefinitely.	

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CCTV System	Footage of people's coming and goings through the SDTA front door and lobby.	This is needed for security, so that staff and lessees are alerted to the fact that someone else has entered the premises and who that person is. If the person commits a crime, the footage can be passed to the police.	Footage stored on self-contained CCTV drive.	CCTV system wipes footage after a pre-programmed period.	