

Privacy Policy

Our privacy policy describes how the SDTA manages your personal information in accordance with the General Data Protection Regulations (GDPR) and your rights. The SDTA is committed to ensuring that your privacy is protected.

Our privacy policy will be updated from time to time, so members and customers may wish to periodically review our privacy policy to ensure you are happy with any changes. This policy is effective from 24 May 2018.

The Information That We Hold About You

The information that we hold about you is given to us when you submit forms, enquiries and general correspondence to us via post, e-mail and telephone. This information may include your contact details, dance qualifications, date of birth, bank details, etc.

Why We Hold This Information

The information that you give to us enables us to provide professional and efficient services to you and/or your pupils. These services may include:

- sending an SDTA examiner to your premises to conduct an examination session;
- sending your pupils' SDTA awards and certificates to you;
- keeping SDTA studio lessees informed of any changes/updates to their studio lets and to invoice them;
- processing payments from you to the SDTA for a product or service;
- and holding event participants' disclosed medical information in case of a medical emergency during the course of an SDTA event.

People/Bodies With Whom We Share Your Information

We may share your information:

- with our SDTA examiners, in order to provide an efficient and professional examination service to you and/or your pupils;
- with SDTA event organisers and volunteers, in order to provide an efficient and professional service to you and/or your pupils;
- with our website hosts, for the purpose of providing our members with the facility to access the members' area of the SDTA website, to pay their SDTA subscriptions online and to make purchases from the SDTA website shop;
- with SDTA committee convenors, in order to provide an efficient and professional service to you and/or your pupils;
- with other dance governing bodies, to confirm your SDTA membership is fully paid, your SDTA qualifications and any CPD undertaken by you through the SDTA;
- and when required to do so under a legal obligation.

With consent, we may publish information and photographs concerning you and/or your dance school on our facebook page, our website and our members' magazine.

For How Long Do We Hold Your Information?

We will hold your information only for as long as required in order to provide services to you or until we are requested by you to delete this information. Your information is held and destroyed under secure conditions, to safeguard against unauthorised use of your information. Records of a member's dance qualifications, length of SDTA membership and payments made to/received from the SDTA will be kept indefinitely. The SDTA relies on legitimate interest as the legal basis for retaining this information.

Security of Personal Information

We are committed to ensuring that your information is secure. In order to prevent unauthorised access to or disclosure of your information, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Transferring Data Internationally

The GDPR applies to EU residents, and your personal information will be stored in the EU. If we share any personal information with suppliers or third parties outside of the EU then we will ensure that they meet the requirements of the GDPR.

Links to Other Websites

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement applicable to the website in question.

Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

What We Will Not Do With Your Data

The SDTA will not send you marketing information or e-news from other sources without you positively opting in and consenting. We will not disclose personal data without consent, except as described in this privacy policy. We will never sell your information.

Contact

You can find out more about your rights under the General Data Protection Regulations from the Information Commissioner's Office on 0303 123 1113 (+44 1625 545 700 if calling from overseas) or at www.ico.org.uk

If you have a complaint about the way in which we have processed your information or if you have any queries regarding our privacy policy, please contact:

Office Manager

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Glasgow

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