

## **BRITISH THEATRE DANCE ASSOCIATION (BTDA)**

### **PRIVACY NOTICE FOR CANDIDATES \***

**EFFECTIVE FROM 25<sup>th</sup> MAY 2018**

This privacy notice is based on the Joint Council for Qualifications (JCQ) Privacy Notice.

*BTDA will control your personal data in accordance with the Data Protection Act 1998, and the General Data Protections Regulation from the 25<sup>th</sup> May 2018 when it came into force, and any regulatory requirements as specified by the qualification regulators of England (Ofqual), Wales (QiW) and Northern Ireland (CCEA).*

**NB. BTDA can only register candidates for its regulated qualifications on the basis of candidates providing the personal data mentioned in this privacy notice. This is referred to as BTDA having a 'legitimate interest' in this personal data.**

#### **The 'what' and 'why' of collecting your personal data.**

1. BTDA will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data for examination purposes only:

- for the purpose of examining and awarding qualifications personal data relating to the name(s), date of birth, unique learner number (ULN) will be collected;
- for the purpose of the statistical analysis of the quality of BTDA's qualifications data relating to gender and ethnicity will be collected along with post codes;
- for the purpose of supporting requests for access arrangements and reasonable adjustments and/or special consideration additional information may include sensitive personal data relating to health;
- for the purpose of communication, addresses, email and phone numbers will be optional, these will not be used for marketing purposes;
- personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.

#### **How BTDA collects your personal data.**

2. A candidate's personal data will only be collected through the registration process in the context of examination entries made by Centres, Teachers, Parents, and Candidates.

3. Such data collected will not be used by BTDA other than for examination administration, conducting examinations and assessments, the issuing of examination results and certificates, and quality assurance purposes.

#### **What BTDA does with your personal data.**

4. Personal data within candidates work will be collected and processed by BTDA for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Personal data will be kept for no longer than necessary.

5. Candidates personal data will be processed electronically on Examtrack, a service provided by an IT management company who are our 'data processors' under the terms of the Data Protection Act 1998.

**Who BTDA shares your personal data with.**

6. BTDA will share some personal information with examiners.

7. Candidates' personal data including examination results and any reviews of marking, and 'appeals' may be shared by BTDA with the current teacher or centre.

8. BTDA will, if required, provide a candidates personal data to Government Departments and Public Bodies responsible for education.

**What are your rights.**

9. You have the right to:

- request a copy of personal information BTDA holds about you;
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data
- to object to processing
- to request your data to be ported

10. BTDA is obliged to respond within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998. Applications should be made to the BTDA's Data Protection Officer.

\* 10. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

*For the purposes of this Privacy Notice BTDA is a 'data controller' under the terms of the Data Protection Act 1998. As a data controller BTDA is required to determine the purpose(s) for which 'personal data' (information about individuals from which they can be identified) is processed and the way in which that processing is undertaken. It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.*