



## **General Data Protection Regulation**

### **Privacy Notice for Applications Academic Year 2019/2020**

#### **Data controller**

Ballet West is the controller of any personal information collected by us that is necessary for our processing purposes.

#### **Introduction**

During the application process, Ballet West (The Company) collects and processes personal data relating to candidates.

The Company is committed to being clear and transparent about how it collects and uses that data and to meeting its data protection obligations.

#### **What information does the Company collect and process?**

The Company collects and processes a range of personal information (personal data) about you. Personal data means any information about an individual from which the person can be identified. This includes:

- Personal contact details, such as your name, date of birth, address and contact details, including email address and telephone number, photographs;
- Personal contact details of Parent or Guardian including name, address and contact details, including email address and telephone number;
- Details of your Dance and Academic qualifications;
- Information regarding any injuries and disabilities;
- Details of any unspent convictions;

The Company collects this information in a variety of ways during the application process. For example, data may be contained in application forms, obtained from identity documents, such as your passport.

The Company may collect personal data about you from third parties, such as information from criminal records checks permitted by law and your current Dance School and Teacher as a referee.

Data is stored in a range of different places, including on your application record, and in other IT systems (including the Company's email system).

### **Why does the Company process personal data?**

The Company needs to process data prior to entering into a contract with you. We may also require to process data to carry out verification of stated qualifications if necessary.

The Company has a legitimate interest in processing personal data during the application process and in keeping records of that process. Processing such data from candidates enables the Company to manage the application process, assess the suitability of candidates and make informed admissions decisions

The Company processes health information if we need to make reasonable adjustments to the recruitment process for candidates with a disability.

### **If you fail to provide personal information**

You are under no obligation to provide the Company with data during the application process. However, if you do not provide certain information when requested, the Company may not be able to process your application or at all.

### **For how long do we keep data?**

The Company will only hold your personal data for as long as is necessary to fulfil the purposes for which we collected it. If your application is unsuccessful, the Company will delete and destroy your data after 10 days from the date that you were notified of the result of your audition, unless an appeal is lodged. If an appeal is lodged your data will be held until the conclusion of the appeals process.

If your application is successful, personal data gathered during the application process will be transferred to your student file and we shall issue a new privacy notice which sets down the periods for which your data will be held.

### **Who has access to data?**

Your information will be shared internally for the purposes of the application process, including with the Principal and Vice Principal, the admissions administrator, the registrar and accounts department.

The Company will not share your data with third parties.

The Company will not transfer your data to countries outside the European Economic Area.

## How does the Company protect data?

The Company takes the security of your data seriously. The Company has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

## Your rights

As a data subject, you have several rights. You can:

- access and obtain a copy of your data on request (known as a “data subject access request”);
- require the Company to change incorrect or incomplete data;
- request erasure of your personal information. This enables you to ask the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- ask the Company to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact Linsey Johnstone, Finance Administrator.

If you believe that the Company has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner’s Office.