



Examinations Department
36 Battersea Square
London SW11 3RA
T 00 44 20 7326 8000
F 00 44 20 7924 2311
E idregistration@rad.org.uk

CANDIDATE REGISTRATION – NON UK

PRIVACY NOTICE

Why do we need this data? We collect the information below in order to maintain a database of candidates who are registered to take RAD examinations.

What data do we collect? We collect the data specified on the form below. (The name and ID of the teacher will already be held by the RAD).

What is the lawful basis for processing this data? The lawful basis for processing this data is legitimate interest, which is the delivery and awarding of qualifications and assessments for candidates taking examinations in dance. We consider that the processing is necessary to achieve this purpose, benefits the individuals whose personal data we process, is fully in line with their reasonable expectations, is not objectionable or intrusive, and does not open them to any undue vulnerability or negative impact.

Candidates and their parents have the right to object to processing on the basis of legitimate interest. If they wish to do so, they should let us know.

How long is the information kept? The information is kept indefinitely. If you, the candidates or their parents wish us to remove it, please let us know.

Who has access to this information? We will not pass this information to anyone outside the RAD without permission **except**

- for the purposes of completing tasks and providing services to customers on our behalf which are consistent with the original purpose of collating and processing the data. An example of this is to a mailing house to send examination results and certificates to an applicant
- if we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime
- if we are required to provide information to the examinations regulators (however this is usually in an anonymised format)

You should ensure that candidates and their parents are aware of the above when collecting the information from them. If you are collecting personal data from your students in order to pass it to the Royal Academy of Dance you should provide your own privacy notice stating this.

For more information please see the RAD Examinations Privacy Policy at:

<https://www.royalacademyofdance.org/achieve/exams/more-information/policies-and-guidelines>

I confirm I have read and understand the privacy notice above.	
Name and ID number:	Date: