

# ROYAL ACADEMY OF DANCE

## School Registration

### Privacy Notice

**Why do we need this data?** We collect the information below in order to retain details of a school, at which students may be registered, and on behalf of which an applicant may enter candidates for exams.

**What data do we collect?** We collect the data specified on the form below. The only personal data is the Name of Principal or main contact, although this may be a person whose details we already hold. If not, this information will be entered on our database along with the other information given.

**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.

You have the right to object to processing on the basis of legitimate interest. If you wish to do so, please let us know.

**How long is the information kept?** The information is kept indefinitely. If you 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 the information to the examinations regulators

**For more information please see the RAD Examinations Privacy Policy [here](#).**

# School Registration Form

Please return this form to [exams@rad.org.au](mailto:exams@rad.org.au) or your local office.

Name of School	
Name of Principal or main contact	
Name and ID of Registered RAD Teacher	
Address of School/Studio	
Certificate Delivery Address [if different from above]	
Telephone	
Fax	
Email	
Web	

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