

Privacy Notice

How We Use Your Information

This privacy notice explains how the Associated Board of Dance Ltd (ABD) collects, uses, and protects personal information. It applies to information we collect about:

- Visitors to our websites
- Complainants and other individuals regarding data protection or freedom of information inquiries
- People who use our services, including members and students
- People who notify us under the Data Protection Act
- Job applicants, current employees, and former employees

We primarily use your information for communication purposes via post, email, and telephone. We may share your contact information with postal and courier services to facilitate deliveries. This may include your address and, in some cases, a mobile phone number. If you prefer not to have your phone number shared, please notify us, and we will accommodate your request.

We do not store credit card details nor share customer details with any third parties, except as noted for delivery services.

Visitors to Our Websites

When someone visits **www.abd.dance** or **my.abd.dance**, we collect standard internet log information and details of visitor behaviour patterns. This helps us analyse the number of visitors to different parts of the site and improve its performance. This data is collected in a way that does not identify individuals.

We also use:

- **Google Analytics:** To analyse website traffic and understand user interactions. Google Analytics collects data such as IP addresses, browser types, and browsing behaviour. This information is anonymized and used for statistical purposes.
- **Google Maps:** Embedded on our website to provide location information. Google Maps may collect certain information, such as IP addresses and location data, subject to Google's Privacy Policy.
- **Google reCAPTCHA:** Used on web forms to protect against spam and abuse. reCAPTCHA verifies interactions to ensure they are performed by humans. This process involves analysing device and user activity.

By using our website, you consent to the collection of data as outlined above. You can manage your cookie preferences via your browser settings or through our cookie banner.

Security and Performance

The ABD uses third-party services to maintain the security and performance of our website. This involves processing the IP addresses of visitors. Our website hosting provider is **Krystal Hosting**. They help ensure that our site operates efficiently and securely.

People Who Email Us

Emails sent to us, including attachments, may be monitored for security and compliance with office policies. We advise you to ensure that emails sent to us are lawful and do not include unnecessary sensitive information.

People Who Make a Complaint to Us

ABD aims to provide high-quality service and takes complaints seriously. Our Customer Services and Compliance Officer handles all complaints efficiently and courteously. For us to process your complaint effectively, please provide full details. Anonymous complaints cannot be processed.

Our full complaints procedure is available on our policies page.

Job Applicants, Current and Former Employees

- **Applicants:** Information provided during the recruitment process will only be used to process applications and monitor recruitment statistics. We will not disclose information to third parties without prior notification unless required by law. Personal information about unsuccessful candidates is retained for 12 months and then deleted.
 - **Employees:** Employment-related data is kept secure and used only for employment-related purposes. After employment ends, records are retained according to our retention schedule before being securely destroyed.
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Access to Personal Information

Under the **UK General Data Protection Regulation (GDPR)** and **Data Protection Act 2018**, individuals can request access to their personal data. Upon request, we will:

- Describe the data we hold
- Explain why we are holding it
- Identify who it could be disclosed to
- Provide a copy in an intelligible format

Requests can be made in writing to the address below.

Disclosure of Personal Information

We do not disclose personal data without consent, except when required for legal reasons or in response to complaints. Data may also be anonymized for statistical purposes.

Further information about our data-sharing practices is available in our Information Charter.

Your Rights

Under the GDPR, you have the following rights:

- The right to access, correct, or erase your personal data
 - The right to restrict or object to processing
 - The right to data portability
 - The right to lodge a complaint with the **Information Commissioner's Office (ICO)**
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Changes to This Privacy Notice

We keep our privacy notice under regular review. This privacy notice was last updated on **27th January 2025**.

How to Contact Us

If you have any questions about this privacy notice or would like to request information, please contact us:

Associated Board of Dance Ltd.

Unit 212 Jubilee Centre
130 Pershore Street
Birmingham
B5 6ND

Email: admin@abd.dance

Website: www.abd.dance

Tel: 0121 288 4166