



PRIVACY NOTICE

What we need

Northern Arabic Dance Association (NADA) will be a "controller" of the personal information that you provide to us when you apply for membership with us. We will also be the controller of any subsequent data you provide to us or which is produced by us in the course of your membership unless otherwise stated in this privacy notice.

The information that we collect and retain when you apply for membership us and during the course of your membership is as follows:

- personal contact details – your name, address, phone numbers and email address;
- details of your skills, knowledge and class listing if requesting a listing on our teachers index

Why we need your personal information

We need to collect your personal information so that we can process your application for membership and fulfil our obligations to you as a member. We will use your personal information to:

- issue you with the NADA magazine as part of your membership package
- allow you access to the NADA website
- where requested by you, allow us to list your classes in the teacher listing and to allow potential students to contact you
- allow us to share relevant information about offers / events. These are sometimes developed with third parties. We will not share your information with these third parties.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to process your membership application.

Other uses of your personal information

We may occasionally ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

We may be required to share personal information with certain parties such as law enforcement agencies in connection with any investigation to prevent unlawful activity. We will not share your information with any other 3rd parties.



How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK and is accessed by the NADA administration team for the purposes set out above.

If we are required to transfer your personal information outwith the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

How long we keep your personal information

We will only keep your personal information for as long as necessary to comply with our obligations to you as a member.

We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold. You can request a copy from hr@nadadance.co.uk.

Your rights

You can exercise any of the following rights by writing to us at:

hr@nadadance.co.uk

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by NADA will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk