

Examinations Department  
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London SW11 3RA  
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## PRIVACY NOTICE

**Why do we need this data?** We collect the information below in order to ensure we know that you understand the basis on which we will photograph/film you (or your child) and that you have given your informed consent for us to do this; and also so that we may contact you, and keep you fully informed and updated, with regard to this activity.

**What data do we collect?** We collect the data specified on the form below as follows:

- **Candidate/student name and RAD ID**
- **The name of the student's teacher and the ID number of their school**
- **Date, time, level and location of the candidate's exam/mock exam**
- **Telephone number and email of the student (where 18 or over)**
- **Name, telephone number and email of the student's parent/guardian (where under 18/in the case of a vulnerable adult)**
- **Signature of the person providing consent, and date**
- **Footage of the candidate performing an exam, award or class.**

It is likely that some of the information relating to the student, teacher and school will already be on our database. Where it is not, we may update our database with the information you provide. **We will not transfer details about the student's parent/guardian to our database.**

**What is the lawful basis for processing this data?** The lawful basis for processing this data is consent. You give your consent by signing the form below. You may withdraw your consent at any time; if you wish to do, please let us know.

**How long is the information kept?** This form will be retained by the RAD for three years, after which it will be deleted.

**Who has access to this information?**

- RAD staff who process the examination entry, for technical or quality assurance checking.
- The RAD Panel of Examiners, to mark the examination entry, or (in a controlled, anonymized environment) for standardization and quality assurance training.
- Please note, where consent is given for the footage to be used for standardisation and quality assurance training this will be viewed by Trainee RAD Examiners who are part of our Examiner Trainee Programme.

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We will not pass this information to anyone outside the RAD without your permission **except:**

- for the purposes of completing tasks and providing services to customers on our behalf which are consistent with the 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 or other regulatory agencies (however this will usually be in an anonymised form)

**Please see the RAD Examinations Privacy Policy [here](#).**

### **Further information about this form and the filming to be undertaken**

The Royal Academy of Dance does not allow photographs, video, audio (sound) recording or any other images of anyone to be taken without their permission, or that of their parent, guardian or carer.

This form should be completed by the student/candidate if 18 or over, or by their parent/guardian if under 18 or in the case of a vulnerable adult.

By completing this form you are agreeing that the examination (or class award, solo performance award etc.), involving you or your child, on the date and time and at the location listed below, will be filmed.

As noted above, the footage may be used internally by the RAD for training and/or standardisation purposes. At no time will the identity of participants be revealed when the footage is used in these ways.

The footage will not be used for any other purpose, including any public forum including broadcasting or online, without further permission being sought.

The footage will be stored securely on RAD premises/systems and will not be kept for any longer than is useful:

- For the examination marking this will be as soon as the examinations have been processed and all results and certificates sent to applicants.
- For use as quality assurance and standardisation footage, this would typically be 5 years, after which it will be securely destroyed in alignment with the Examinations Department data retention schedules.

No monetary fee will be granted for participation in the filming. The RAD is the owner of the Work shown on the Footage and the footage.

In scheduled examinations, the camera may be situated on the examiner's table or operated by an additional person present in the examination room. Footage may not be used as the basis of any subsequent enquiry or appeal.

<b>Examination entry no:</b>		<b>Date/s of exam</b>	
<b>Teacher name</b>		<b>Teacher ID</b>	
<b>School name</b>		<b>School ID</b>	
<b>Location</b>		<b>Signature of applicant</b>	

**DECLARATION:** By completing the information and signing below, I confirm that the information provided is accurate and give consent for filmed footage to be taken and used as outlined on this form:

1. For my RAD examination to be submitted to the RAD and the RAD Panel of Examiners for marking and processing of these exams
2. For my RAD examination to be used for internal quality assurance/standardization by the RAD Panel of Examiners
3. I have read and understand the Privacy statement at the top of this form.

For forms received electronically, a typed name will be taken as signature.

Date	Candidate name	Candidate ID	Level/ exam (e.g. G2, INT etc.)	Parent/guardian name (if under 18 or in the case of a vulnerable adult)	Email/phone number (of parent/guardian or candidate if over 18)	Signature	Tick to give consent (see notes on 1, 2, 3 above)		
							1	2	3





Date	Candidate name	Candidate ID	Level/ exam (e.g. G2, INT etc.)	Parent/guardian name (if under 18 or in the case of a vulnerable adult)	Email/phone number (of parent/guardian or candidate if over 18)	Signature	Tick to give consent (see notes on 1, 2, 3 above)		
							1	2	3