



Examinations Department
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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>

CANDIDATE REGISTRATION FORM

Name of School:

School ID Number *(If known)*:

Name of Teacher (or school contact):

Teacher ID:

Please note that names will appear on certificates exactly as they are entered on this registration form, even if amended in later examination entry paperwork

Please return completed form to [idregistration@rad.org.uk](mailto:registration@rad.org.uk)

Given name(s) ¹	Family name ²	Date of birth ³	Gender ⁴

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

See below for supporting information

Supporting information

- 1, 2 'Given name(s)' means the name(s) given at birth. 'Family name' means surname or the name inherited from one or both parents. Certificates will be printed with 'Given name(s)' first, followed by the 'Family name', unless otherwise indicated.
- 3 Enter date of birth in this format: DD/MM/YYYY
- 4 Enter M for male, F for female

Equality, diversity and inclusion monitoring

As part of our ongoing monitoring of equality, diversity and inclusion compliance, as required by the examinations regulators and UK legislation and in accordance with the [RAD's Equality, Diversity and Inclusion Strategy](#), your co-operation is appreciated in providing ethnic information about the candidates you register; however, **providing this information is entirely voluntary**. The information you give is in confidence, will be retained in an anonymised format, and will be used solely for statistical purposes to monitor the operation of the [RAD's Equality, Diversity and Inclusion Strategy](#) and ensure regulatory compliance.

Please complete the Equality, Diversity and Inclusion Monitoring form at [XXXXXXXXXXXX](#) and email the completed form to registration@rad.org.uk . Your co-operation is appreciated.