

ROYAL ACADEMY OF DANCE

RESULT ENQUIRY APPLICATION FORM

PRIVACY NOTICE

Why do we need this data? We collect this information in order to process and provide result enquiries for examinations.

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

- **Applicant/teacher name and contact details**
- **School name and RAD ID**
- **Candidate name, RAD ID and exam details**
- **Examiner name**

In most cases this information will already be on our database. Where it is not, we may update our database with the information you provide.

If you pay for this result enquiry application using a debit/credit card, we will ensure that this is carried out securely and in accordance with the Payment Card Industry Data Security Standard (PCI-DSS). We do not store your card details for use in future transactions or for any other purpose.

What is the lawful basis for processing this data? The lawful basis for processing the data relating to applicant teacher, school and candidate(s) 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, and other individuals whose data you provide, have the right to object to processing on the basis of legitimate interest. If you, or they, wish to do so, 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 destroyed.

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

Under no circumstances will we pass your credit/debit card information to anyone outside the RAD.

You should ensure that individuals whose personal data you provide to us on this form are aware of this policy when you collect 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](#).

EXAMINATIONS RESULT ENQUIRY APPLICATION FORM

Result Enquiry Application Forms must be submitted **within 10 working days of receipt of the results (not certificates)**.

Teacher / applicant name:	Membership RAD ID (if applicable):
Email address:	Phone number:
School name and country:	School RAD ID:

Each result enquiry report costs £40 (or equivalent in local currency). A full list of fees can be found [here](#).

Candidate name	Candidate RAD ID	Examination type / level	Examination date	Examiner (Full name)

Payment information

1) Tick here if you would like to pay by credit card

Please do not include your credit card details on this form or send them by email. After receiving your form, we will contact you to take payment on the telephone number provided above.

Please return this form by email to examscustomerservices@rad.org.uk