

Association of Christian Teachers (ACT)

www.christians-in-education.org.uk

Privacy Policy

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1 PROCEDURES FOR DATA COLLECTION

- 1.1 The Association of Christian Teachers (ACT) takes your privacy seriously. When using your information we follow the procedures set out in this **Privacy Policy** and in ACT's **Electronic Transactions Security Policy**.
- 1.2 By using this site to give us your information you accept the terms of and consent to us using your information in accordance with this **Privacy Policy**. We will notify you of any changes to this policy by posting them on the site.
- 1.3 If you contact us with a general enquiry, or to offer a gift or donation to ACT, or to purchase a product we will collect information about you including your name, contact details and, if we require payment, your credit or debit card information. We will use this information to deal with your enquiries, supply the goods or services you have requested, bill you and contact you where necessary about your order or enquiry.
- 1.4 If you apply for ACT membership, we may also collect information about your place of work and professional responsibilities, as well as your religious beliefs and place of worship. These sensitive details will be used: (a) to help establish your eligibility to become an ACT member; (b) to target information to specific groups of ACT members, e.g. classroom assistants working in primary schools; (c) to monitor equal opportunities provision within ACT; (d) for other legitimate activities.

2 INFORMATION MANAGEMENT AND SECURITY

- 2.1 None, some or all of the information you provide may be held on a database in the UK (United Kingdom of Great Britain and Northern Ireland) and may be accessed by our staff and by those who provide support services to us, subject to procedures set out in ACT's **Electronic Transactions Security Policy**. We may also share the information you provide with third parties where necessary to provide services to you, process payments or fulfil or deliver orders, but we will *not* share your information with any third party for marketing purposes.
- 2.2 We do our best to ensure that all information held relating to you is kept up-to-date, accurate and complete. However we also rely on you to notify us if your information requires updating or deleting. We will respond to requests from you to update or delete your information in an efficient and timely manner.
- 2.3 If you are a member we will send you regular newsletters, magazines, information on conferences, retreats and other activities and updates on projects supported by us by either email or post.

2.4 We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or as long as the law requires.

3 COOKIES

3.1 Our system will issue cookies to your computer when you log on to the site.

3.2 Cookies are small amounts of information regarding your browsing habits which we store on your computer. Cookies make it easier for you to log on to and use a website when you return to it at a later date. Cookies also allow websites to monitor incoming traffic.

3.3 Most web browsers automatically accept cookies, but if you prefer you may be able to modify your browser settings to decline all cookies, or to notify you each time a cookie is tendered and permit you to accept or decline cookies on an individual basis. If you choose to decline cookies, however, this may hinder the performance of the website. For specific details about how to configure your browser you should refer to its supplier or manufacturer.

4 DATA PROTECTION ACT

4.1 The ACT Office Manager is the Association's Data Protection Officer.

4.2 You are entitled to receive a copy of your personal data and we are entitled to charge you an administration fee of £25 for this service. You may ask us to make any necessary changes to ensure that it is accurate and kept up-to-date. All comments, queries and requests relating to our use of your information are welcomed and should be addressed to the Data Protection Officer at: ACT, 94a London Road, St Albans, Hertfordshire AL1 1NX or email: act@christians-in-education.org.uk