

# Privacy and Cookie Policy

## **Privacy Policy**

### **(1) Introduction**

- 1.1 This website is operated by the Education and Training Foundation (we, us, our), a registered charity (registration no: 1153859) and company limited by guarantee (company registration number (England and Wales): 08540597).
- 1.2 This Privacy Policy (together with our Terms of Usage) sets out the basis on which we may process your personal data and information. The Education and Training Foundation is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.
- 1.3 The Education and Training Foundation may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.
- 1.4 Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting our sites you are accepting and consenting to the practices described in this Privacy Policy.

### **(2) The information you provide to us**

- 2.1 We may process information about you that you provide to us (including through this website and other websites that we operate - known as 'our sites') and through correspondence by phone, email or otherwise.
- 2.2 This data may include information provided by you:
  - (a) at the time of registering to use our sites, booking onto our courses or programmes, subscribing to our newsletters, subscribing to marketing or programme updates, when updating any of the information provided at the time of registering;
  - (b) at the time of subscribing to our services or posting material to our sites; if you complete any surveys that we may invite you to participate in; and in connection with your other communications with us;
  - (c) attendance registers at any of our events, programmes or courses, including those run by third parties.
- 2.3 The information you give us may include your name, age (within a range), postcode, email address, phone number, gender, ethnicity, employer, affiliated organisations (for example, professional body), job details and

personal description. For some purposes, additional requirements may be needed, such as criminal convictions.

### **(3) The information we may collect from you**

3.1 We may collect and process technical information about your computer, including (where available) your Internet Protocol address, login information, operating system and browser type and version, for system administration purposes and to report aggregate information to other organisations (including our funders). When reporting to other organisations, this is statistical data about the browsing actions and patterns of usage of our sites, and does not (of itself) identify any individual by name.

### **(4) How we use information about you**

4.1 We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- (a) internal record keeping;
- (b) to improve our products and services;
- (c) to customise the website according to your interests;
- (d) if you register with us, to provide you with information (including our newsletter) relating to similar services, programmes or projects that we may offer from time to time, provided that you “opt-in” of this use;
- (e) changes to our organisation or services.

4.2 The ETF will not sell or lease your personal information to third parties and we will only only share your data with third parties when:

- (a) it is to provide you with information including any benefits and services of membership (if relevant) provided by third parties as set out in (3) and (4) above. The ETF requires all such third-parties to treat your personal information as confidential and to comply with all applicable UK Data Protection and Consumer Legislation in place at any given time.
- (b) you have given your expressed consent.
- (c) where it is necessary to comply with an order from a statutory body which is empowered to require us to release your data; or to comply with any legal obligation or to enforce or apply any of our Terms which you are subject to or to protect the rights, property, or safety of ETF, our staff or others
- (d) the ETF is acquired by a third party, in which case personal data held by it will be one of the transferred assets.

- 4.3 You can unsubscribe from communications from the ETF at any time by using unsubscribe link or by contacting us by email at: [enquiries@etfoundation.co.uk](mailto:enquiries@etfoundation.co.uk)

## **(5) Security**

- 5.1 All information you provide to us is stored on secure servers. We adopt appropriate technical and organisational measures to protect the security of all personal data held by the ETF, including sensitive personal data. Any payment transactions will be encrypted.
- 5.2 Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.
- 5.3 The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

## **(6) Access to information:**

- 6.1 You have a right to:
- (a) access the information we hold about you;
  - (b) have corrected any personal data we hold about you if it is not factually accurate. Please let us know if your contact details change; and
  - (c) "opt-out" of receiving information (including our newsletter) relating to similar services or projects that we may offer from time to time.

## **(7) Changes to our privacy policy**

- 7.1 Any changes we may make to our privacy policy in the future will be posted on this webpage and, where appropriate, notified to you. Please check this webpage frequently to see any updates or changes to our Privacy Policy.

## **(8) Links to other sites**

- 8.1 Our website may contain links to other websites. The ETF does not have any control over the content or security of other websites and cannot be responsible for your privacy and protection if you choose to visit these websites.

## **(9) Your right to see your data**

- 9.1 You have a right to access personal data being kept about you. Any person wishing to exercise this right should complete a Subject Access Request Form and return this with a payment for £10 (made payable to the Education and Training Foundation) and copies of two forms of identification as outlined in section 4 of the form.
- 9.2 The form and further information can be found on the [Education and Training Foundation website](#).

## **(10) Cookie Policy**

- 10.1 It is important to the ETF that our websites are easy to use, accessible and reliable. Small files, called cookies, place small amounts of information on your computer or other device used to access the internet, such as a mobile phone.
- 10.2 Cookies may be used on this site to help personalise your visit, to improve how you use the site and to record your online activity. This information cannot be used to identify you personally. You can disable cookies by adjusting your browser settings, but some functions of the site may not work correctly.
- 10.3 Specifically, the ETF uses cookies to measure how people are using the website so that we can improve the capacity and overall user experience.
- 10.4 Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store and use this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>
- 10.5 The [BBC website](#) provides a user friendly outline of cookies and how they work.
- 10.6 Please note the ETF is not responsible for the content on other websites.

## **(11) Contact us**

- 11.1 If you have any questions or concerns regarding our use of your personal data or our Privacy Policy, please contact us using the contact details at [enquiries@etfoundation.co.uk](mailto:enquiries@etfoundation.co.uk)

