

Association of Christian Teachers of Wales (ACTW)

www.act-wales.org.uk

Privacy Policy

(last updated on 26 April 2006)

The Association of Christian Teachers of Wales (ACTW / CACC) takes your privacy seriously. We follow the procedures set out in this policy when using your information.

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 policy. We will notify you of any changes to this policy by posting them on the site.

If you contact us with a general enquiry, to make a gift or donation to ACTW, 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.

The information you provide will be held on a database in Wales and may be accessed by our staff and by those who provide support services to us. We may also share it with third parties where necessary to provide services to you, process payments or fulfil or deliver orders. We may pass aggregate information on the usage of our site to third parties but this will not include information that can be used to identify you.

We will not share your information with any third party for marketing purposes without your consent.

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.

If you are an ACTW member or supporter we will send you regular newsletters, information on conferences, retreats and other activities and updates on projects supported by us by either email or post.

Unless you have indicated your objection when disclosing your information to us, our system will issue cookies to your computer when you log on to the site. 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 the site during future visits. They also allow us to monitor website traffic. You may have the ability to accept or decline cookies. 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, that may hinder the performance of the web site. For specific details about how to configure your browser you should refer to its supplier or manufacturer.

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.

You are entitled to receive a copy of your personal data and we are entitled to charge you a fee of £10 for this. 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: ACTW, 17 Brynmawr Place, Maesteg, Bridgend, CF34 9PB or email: DataProtectionOfficer@act-wales.org.uk