

At APCSW, we are committed to protecting and respecting your privacy. Any questions regarding this policy and our privacy practices should be sent by email to secretary@APCSW.org.uk.

APCSW is the data controller of the personal information that this policy applies to under the Data Protection Act 1998 and GDPR 2018.

This policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Your consent:

- By providing us with personal information you consent to the collection and use of any information you provide in accordance with this privacy policy.
- We will not sell or rent your information to third parties.
- We will not share your information with third parties for marketing purposes.
- If you are under 16, always check with a parent or guardian before giving personal information to anyone online.

We collect information so we can:

- Contact you if necessary.
- See how you are using the site so we can improve it.
- Understand why you support our work, so we can better meet your needs and find more people to support our work like you.
- Some parts of the site may ask you for more information so that you can use services, sign up for newsletters or get more information about our services
- You'll always be told when this information is being collected. In most cases you'll be asked to enter it – for example, an email address to sign up for further information. This information will only be used for the purposes stated.

APCSW never share your information with other organisations for marketing, market research or commercial purposes, and we don't pass on your personal information to any other website.

We collect the following information from people visiting the website:

- Questions, and feedback you leave, including your email address if you send us emails.
- Personal data relating to the completion of online forms for example bookings for APCSW events but this only relates to information required for specific events.
- Your IP address and which browser (and version) you use.
- Information on how people use the site, using cookies and page tagging, to help us improve the website and our services
- We review our log which we use to keep your information on a regular basis. On some occasions we may be legally required to hold some types of information to fulfil our statutory obligations (for example collection of Gift Aid). We will only hold your personal information on our systems for as long as it is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

We may use your information to:

- Process an order to attend events we are delivering.
- Send you communications which you have requested and that may be of interest to you. These may include information about related APCSW information

How you can access and update your information

If you change your mind about how or what we contact you about, or any of the other information we hold is inaccurate or out of date, please email us at secretary@APCSW.org.uk.

About cookies

- Like most websites, our site uses small data files stored on your computer called cookies.
- Cookies are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual.
- Please read the ICO guidance on cookies. This explains the type of information collected through the use of cookies and how you can manage their use.

How we store and protect your personal data

Information you provide to us is stored on secure servers and payment transactions are encrypted. However, the transmission of information over the internet is never guaranteed to be 100% secure. We will do our best to protect your personal data, but cannot guarantee the security of your data transmitted to our site or the confidentiality of email; any transmission is at your own risk. We use appropriate procedures and security features to try to prevent unauthorised access.

Below is a list of the third party suppliers we use in the management and administration of the APCSW business together with links to their privacy policies;

PayPal (<https://www.paypal.com/en/webapps/mpp/ua/privacy-full>)

Google Drive (<https://policies.google.com/privacy>)

Barclays (<https://www.barclays.co.uk>)