

Privacy Policy

About this policy

This policy explains when and why ICC Solutions (ICC Educate), collect personal information about our students and how we use it; keep it secure and attendee rights in relation to it. This Statement of Privacy applies to the ICC Educate website and governs data collection and usage. By using ICC Educate website, you consent to the data practices described in this statement.

Collection of your Personal Information

ICC Educate collects personally identifiable information, such as your email address, your children's name, ages and a contact telephone number, as a requirement of managing course attendees.

There is also information about your computer hardware and software that is automatically collected by ICC Educate. This information can include; your IP address, browser type, domain names, access times and referring Web site addresses. ICC Educate uses this information for the operation of the service, to maintain quality of service

Where necessary, your personal data may be shared as follows:

- where an organisation accredits a course – such as the Duke of Edinburgh's award
- where transaction data is required by our payment service provider
- where we have a legal obligation to do so

ICC Educate encourages you to review the privacy statements of web sites you choose to link to from their website so that you can understand how those websites collect, use and share your information. ICC Educate is not responsible for the privacy statements or other content on websites outside of their own website.

Required Information

To register a student on a course, you must provide your name, the student's name/s and age (if under 18 years), a contact phone number, and email address. Parents or guardians signing the consent form are giving their permission for the data to be use as described in this policy.

How we protect your personal data

The Data Controller will process attendee information electronically and hold all information on a database on a secure server.

We do not keep any records of your credit/debit card details within our organisation in any form, either written, electronically or in a database. Once you enter your details online, the transaction is processed via our payment provider (Paypal) and no details are recorded by ourselves.

We will retain your personal data

- for up to 7 years from the date on which you last interacted with us
- for internal record keeping
- as required for accounting purposes under English law

Amendments

We may update our privacy policy from time to time by publishing a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

Your rights

Under data-protection law (GDPR), you have the right to:

- access any personal data we hold about you
- know the purposes for which we use your data
- know how long it is stored for
- know with whom we share your data
- have your data corrected and in certain circumstances have your data deleted

Note: If you would like to exercise any of these rights, or request a copy of your data, please email dofe@iccsolutions.com