

**Chairman: Chris Murphy (chris.murphy6@virginmedia.com)**

**Treasurer: Nigel Green (nrgreen58@gmail.com)**

**Secretary: Rita Hesford (ritahesford@hotmail.com)**

## ****NWCPEA PRIVACY POLICY****

Please take a moment to read the website's privacy policy set out below. References to "we", "us" and "our" in this policy are references to North Western Counties Physical Education Association. At times we may ask a third party to process your information on our behalf.

Protecting your privacy is very important to us. This Privacy Policy explains our data processing practices and your options regarding the ways in which your personal data is used. If you have any requests concerning your personal information or any queries regarding how we process your information, please contact us using the details below.

We reserve the right to change the terms of this policy from time to time and your continued use of the Website will be deemed to be acceptance of any amendments we make. This Privacy Policy was last updated on 25/5/2018.

##  HOW TO CONTACT US ABOUT YOUR PERSONAL DATA

If you have any questions about this privacy policy or about your personal data, please email or write to the Honorary secretary at the following address:

Rita Hesford
20, Brookdale Ave,

Marple,

Cheshire

SK67HP
email: ritahesford@hotmail.com

## **WHAT INFORMATION DO WE COLLECT ABOUT YOU?**

Each time you choose to book onto a NWCPEA Conference or Workshop you will supply your contact details, which we use firstly to confirm your choice of workshops and your confirmed attendance. We will then use those contact details in the future to inform you about future events or to share our newsletter with you. In each instance there will be a very clear statement detailing exactly what your data will be used for and who will have access to it.

When you visit or interact with our digital platforms we will automatically collect information about you by using cookies or extensions which track website behaviour. This information is collated to enhance the user experience and improve our services.

##  ****HOW WE USE YOUR PERSONAL INFORMATION?****

When you submit personal information to us in order to register for an event we will collect and store your personal information to ensure that we are able to contact you in the future.

Your information will be passed to our nominated partner for the purposes of processing payment. The partner will delete the information after the event.

Below is an overview of other ways we may use your information:

* To provide information about future professional development events.
* To keep you updated with the associations activities via a newsletter.
* To communicate with you following a NWCPEA event which you have attended in order to obtain your evaluation of that specific event.
* To track your activity on our digital platform.

## ****PROTECTING YOUR INFORMATION****

We are firmly committed to data security. Access to your information is restricted to authorised executive committee members only. No personal information will be exported. No data is stored in hard copy.

## ****WHEN DOES THIS PRIVACY POLICY NOT APPLY?****

This Privacy Policy only applies to the collection of personal information by us and those whom we authorise. It does not cover third party sites to which we provide links. If you link to third party websites from this Website, you should read their privacy policies and terms of use carefully.

If you place personal details on any publicly accessible page (for example on a message board) then this data will not be covered by our Privacy Policy.

## ****YOUR CHOICES****

You have the right to stop us contacting you to share information about NWCPEA. If you no longer wish to receive communications from NWCPEA, you can email the Honorary Secretary, ritahesford@hotmail.com who is the nominated Data Protection Officer.

## WHERE TO MAKE A COMPLAINT

If you have a complaint regarding your personal data or this privacy policy, please contact us

If you are still not satisfied you may write to the Information Commissioner's Office at the following address:

Information Commissioner's Office

Wycliffe house

Water Lane

Wilmslow

Cheshire

SK9 5AF