

Online data protection policy

To comply with the law, we will collect fairly, store it safely and not disclose it unlawfully. In response, we comply with the data protection principles that are set out in the Data Protection Act 1998 (the 1998 Act).

Data collection

We only collect identifiable personal data or information that is specifically and voluntarily provided by a visitor to our site. For example, a visitor to our site may choose to provide information such as name, title, office address, office email address and telephone number in order to:

- register interest in a course;
- register for certain areas of the site;
- contact us for further information;
- request publications or reference materials;
- submit a curriculum vitae or apply for a job
- participate in bulletin boards, discussion, or message forums;
- enter 'quick surveys', quizzes or benchmarking surveys;
- participate in mailing list initiatives; and
- register for events.

Visitors are also able to send email to us through the site. Messages will contain the user's screen name and email address, as well as any additional information the user may wish to include in the message.

Use of data

When a visitor provides personal data to us, we use it solely for the purposes for which it was provided to us as stated at the point of collection (or as is obvious from the context of collection). Examples of the types of use are given in the 'data collection' section above.

Our websites do not collect or compile personally identifying information for dissemination or sale to outside parties for consumer marketing purposes, or host mailings on behalf of third parties.

Sensitive data

We do not usually seek any sensitive personal data through this website. Sensitive personal data includes data relating to: race or ethnic origin; political opinions; religious or other similar beliefs; trade union membership; physical or mental health; sexual life or criminal record. In some circumstances, we may be legally required to request certain sensitive personal data, and if you choose to submit sensitive personal data for any reason we will obtain your explicit consent to the collection and use of such data.

Data controller

Concept Academies is the data controller of any personal data collected through this website, and will process such data in accordance with the Data Protection Act 1998.

Disclosure to third parties

Our policy is not to share personally identifiable information with any third parties, unless required by law, or unless explicitly requested by a visitor or otherwise as set out in this section. We recognise that your information is valuable and we take all reasonable measures to protect your information while it is in our care.

Personal data which has been submitted to Concept Academies may be disclosed to other member firms within the Concept group of companies, where this is necessary to meet the purpose for which the visitor has submitted the information. By submitting personal data to this site, the visitor is providing explicit consent to the transfer of such data for the fulfilment of their voluntary requests.

Data is not shared with any member firms in the Concept group of companies for any secondary or unrelated purposes, or shared with any third party, unless otherwise disclosed at the point of collection. If there is an instance where such information may be shared, the visitor will be asked for permission beforehand.

Security

We have implemented generally accepted standards of technology and operational security in order to protect personally identifiable data and information from loss, misuse, alteration or destruction. In particular, we ensure that all appropriate confidentiality obligations and technical and organisational security measures are in place to prevent any unauthorised or unlawful disclosure or processing of such information and data and the accidental loss or destruction of or damage to such information and data. Only authorised Concept Academies personnel are provided access to personally identifiable information and these employees have agreed to ensure confidentiality of this information.

Access to information

When personally identifiable information is retained, we do not assume responsibility for verifying the ongoing accuracy of the content of personal information. When practically possible, if the Concept group is informed that any personal data collected through a Web site is no longer accurate, we will make appropriate corrections based on the updated information provided by the authenticated visitor.

If you would like details of the information which you have submitted to us through this site, you have a right of access to such information and you may contact us via the above email address. We may charge for a request for access in accordance with applicable legal requirements.

Unsubscribe

Should visitors subsequently choose to unsubscribe from mailing lists or any registrations, we will provide instructions, on the appropriate webpage or in communications to our visitors, or a visitor may contact by email to info@conceptacademies.co.uk

Data retention

The personal data you submit to us will only be retained for as long as is required for the purposes for which it was collected or as required by law.

For example, contact information about visitors (such as information generated through registration for access to areas on the site) will be kept as long as the information is required to completely service the contact request or until a user requests that we delete that information. Mailing list information, discussion posts and email are kept for only the period of time considered reasonable to facilitate the visitor's requests. Resumes are disposed of when they are either no longer under consideration, or are considered dated by our Human Resources departments.

Children

We understand the importance of protecting children's privacy especially in an online environment. It is our policy never to knowingly collect or maintain information about anyone under the age of 13.

Third party links

There may be pages on our sites which include links to websites that are owned and operated by third parties and so which do not operate this privacy statement. When you link to other websites, this privacy statement and our privacy practices no longer apply. We encourage visitors to review each site's privacy policy before disclosing any personally identifiable information.