



WEBSITE PRIVACY POLICY

Introduction

Nazarene Theological College takes your privacy seriously, and your rights are protected by The Data Protection Act 2018.

This policy explains what types of personal information will be gathered when you visit the Nazarene Theological College website (<https://nazarene.ac.uk/>) and how this information will be used.

What information is collected?

Some web pages will ask for limited personal information so that Nazarene Theological College can respond to a request from you. Nazarene Theological College may store this information manually or electronically and it will be kept for as long as is necessary to fulfil the service provision. By supplying this information you are giving consent to Nazarene Theological College to store and use this information for the purposes for which it was provided. Any transmission of information is at your own risk. Once Nazarene Theological College has received your information, we will use strict procedures and security features to prevent unauthorised access.

The Nazarene Theological College website also automatically collects information about the name or network address of the computer making the request. This information is used for system administration, for bug tracking, and for producing usage statistics.

There is a separate cookie policy which details which cookies Nazarene Theological College uses and how to disable them.

How is this information used?

All personal information collected by Nazarene Theological College is stored and processed in accordance with current Data Protection legislation.

The personal information you give to Nazarene Theological College will only be used for the purposes stated when the information is requested. Nazarene Theological College will only share your details within the charity for the purpose of providing our educational services to you. Nazarene Theological College will not share your details with any third parties unless Nazarene Theological College has your explicit consent.

For a general overview of the purposes for which Nazarene Theological College processes personal data, please see its entry on the public Register of Data Controllers, available on the Information Commissioner's website at: <https://ico.org.uk/ESDWebPages/Entry/Z4601155>

How is this information stored?

Information sent to Nazarene Theological College via the Nazarene Theological College website will normally be stored on Nazarene Theological College's secure servers, but may also be kept securely in paper format. Nazarene Theological College does work with third party contractors, some of whom host and operate certain features of the website.

The data that Nazarene Theological College collects may be collected in or transferred to a destination outside the United Kingdom. By submitting your personal information, you agree to this transfer, storing or processing. Countries outside the United Kingdom do not always have strong data protection laws, however, Nazarene Theological College will take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with this Privacy Policy.

The personal information may also be processed by Nazarene Theological College staff operating outside the United Kingdom.

When will personal information be disclosed by Nazarene Theological College?

Nazarene Theological College may disclose your personal information to third parties if Nazarene Theological College has a duty to disclose or share such information in order to comply with any legal obligation.

How long will personal information be kept by Nazarene Theological College?

Nazarene Theological College will keep your information for as long as is necessary for the College to fulfil the purposes that are described in this policy. The Nazarene Theological College Data Retention Statement, explains the length of time the College, as the Data Controller, will store a student's personal data.

Because the Nazarene Theological College IT systems are maintained to protect from accidental or malicious loss and destruction, residual copies of your personal information may not be removed from Nazarene Theological College's backup systems for a limited period of time.

What about online payments?

All payment transactions will be encrypted. All third-party software and service providers that Nazarene Theological College uses are compliant with the relevant Payment Card Industry standards.

What if personal information is incorrect?

Should the information Nazarene Theological College holds about you be incorrect, you can change and update your personal information and you can have your information corrected by contacting Nazarene Theological College at enquiries@nazarene.ac.uk

What about access to personal information?

You have the right to have access to the personal information which Nazarene Theological College holds about you by emailing dataprotection@nazarene.ac.uk Where requested, Nazarene Theological College will provide you with a readable copy of the personal information which we hold about you but, for confidentiality purposes, Nazarene Theological College will require proof of your identity before supplying you with this information.

For any queries about the Privacy Policy, or data protection generally, please contact dataprotection@nazarene.ac.uk

If you are concerned about how your information is used, please contact Nazarene Theological College at FAO Data Protection, Nazarene Theological College, Dene Road, Didsbury, Manchester M20 2GU, England, UK. Alternatively you have a right to complain to the Information Commissioner's Office.

Registered Office
 Nazarene Theological College
 Dene Road
 Didsbury
 Manchester M20 2GU
 England.
 Charity Registration No.526675

Document control box	
Policy title:	Website Privacy Policy
Policy Date approved:	27 April 2019
Approving body:	Admin Council, Board of Governors
Version:	1.1
Source/Supersedes:	1.0
Next review date:	December 2019 December 2020 December 2021 December 2022 December 2023 December 2024 December 2025 December 2026
Related policies:	Fair Processing Notice; Data Protection Policy
Lead contact:	Vice Principal (Operations)