

PSHE Association privacy policy (updated May 2018)

This privacy policy sets out how the PSHE Association collects and uses any information that you give us. It applies to information we collect about visitors to our website and people who use our services (including people who sign up for membership, subscribers to our e-newsletter, course enquirers and attendees). It also applies to those who provide information to us for other reasons, such as job applicants.

We do our very best to protect the privacy of those who share personal data with us. This means that:

- We will be clear as to what information we will collect and how we will use it.
- We will use personal information only for the purpose for which it was originally collected and we will make sure that we delete or anonymise it securely
- We will make sure that we have appropriate security measures to protect personal information
- We will do our best to ensure personal data is relevant and up to date
- We will only hold as much as we need, and only for as long as we need it
- We will give individuals access to information we hold on them on request

Once we have received personal information, we will use strict procedures and security features to try to prevent unauthorised access in line with best practice for our sector. Any transmission of information as a result of how you choose to communicate with us- e.g. via email, webform etc. - remains at your own risk, however.

Data controller

For the purpose of the Data Protection Act 1998, the data controller is The PSHE Association, CAN Mezzanine, 32-36 Loman Street, London SE1 0EH. The information you provide will be held in accordance with the Data Protection Act and the General Data Protection Regulation (GDPR). The data provided may be used by the PSHE Association to supply the services which you have requested.

Why we collect information

1. To provide personalised services unique to individual users
2. To help us to monitor and improve the services we offer

What we collect

We may collect the following information:

- Name, job title and employer
- contact information
- demographic information
- preferences and interests
- information needed for events such as dietary and access requirements
- preferences such as issues you are interested in so that we can target our support accordingly
- Website cookies, in accordance with our cookie policy (accessible via bottom left hand corner of our website: www.pshe-association.org.uk)

What we do with this information

We need this information to enable you to access our services and to better understand how we can provide you with a high-quality service, and in particular for the following reasons:

- internal record keeping (keeping up a database of all our members and all of those on our mailing list)
- keeping you updated on the latest developments in PSHE education and the services we offer
- we may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided – this could include sending promotional emails on behalf of trusted third party partners but we will never share your personal data with these organisations.

- from time to time, we may also use your information to contact you for market research purposes. For this purpose we may contact you by email, phone or post. We may use the information you provide to customise the services we offer according to your interests. We may also from time to time undertake market research on behalf of trusted third party partners. We will share the outcomes of this research (such as survey findings) with the partners but we will never share your personal data with these organisations without your explicit consent.

Where we store your personal data

All information you provide to us is stored on our secure servers. Any payment transactions made through our website are through a third-party (Sage Pay) and are encrypted; credit and debit card details are not held by the PSHE Association. Where you have chosen a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you to make this password difficult to guess, different from passwords you use elsewhere (e.g. online banking) and not to share a password with anyone.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. We will regularly review our data protection and security procedure to further improve our measures.

Links to other websites

We cannot be responsible for the protection and privacy of any information which you provide whilst visiting sites linked to from our website and such sites are not governed by this statement.

Controlling your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please contact us. If you believe that any information we are holding on you is incorrect or incomplete please contact us as soon as possible and we will correct it.

Deleting your information

We will only hold your information for as long as is necessary. Paying members whose membership lapses are kept on our mailing list and receive our PSHE updates and other communications, but can be unsubscribed at any time on request. If you are not a paying member and unsubscribe from our mailing list, your data will be deleted or anonymised once it is no longer required for financial audit purposes. You can unsubscribe from our mailing list at any time by clicking the 'unsubscribe' link contained in each email or contacting us on the email address below.

This policy was last updated on 10/05/2018. We may change this policy from time to time by updating this page. You should check this page regularly to ensure that you are happy with any changes.

Please also see our [terms and conditions](#), which provide information on the terms of PSHE Association membership and copyright.

Contact us

Questions, comments and requests regarding this privacy policy are welcomed. Please contact us via enquiries@pshe-association.org.uk