We are committed to protecting and respecting your privacy.

This policy together with our website terms of use (which can be accessed via the Terms & Conditions page of our website) and any other documents referred to in them, set out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

If you apply to become a member of the IRSE or possess an IRSE licence, our membership terms and/ or licence holder terms will also apply to you. The extent that any of these terms conflict, the membership and/ or licence terms prevail.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

By visiting www.irse.org or http://www.irselicensing.org or communicating with us you are accepting and consenting to the practices described in this policy.

For the purpose of the data protection regulations in force from time to time, including the Data Protection Act 1998 (the Act), the IRSE is the data controller.

Information we collect from you

We will collect and process the following data about you:

• Information you give us. This is information about you that you give us by filling in forms on our sites https://www.irse.org and http://www.irselicensing.org (our sites) or by corresponding with us by phone, e-mail or otherwise. It includes information you provide when you register to use our site, subscribe to or purchase our services, apply to become a member or licence holder and when you report a problem with our site. The information you give us may include your name, address, e-mail address and phone number, financial and credit card information, personal description and photograph, academic and professional qualifications, membership of any professional or regulatory body including any disciplinary action taken, employment history including current and previous employers.

• Information we collect about you when you visit our website. With regard to each of your visits to our site we will automatically collect the following information:

  • technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
  • information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away
from the page and any phone number used to call us.

- Information we receive from other sources. This is information we receive about you if you use any of the other websites we operate or the other services we provide. In this case we will have informed you when we collected that data if we intend to share those data internally and combine it with data collected on this site. We will also have told you for what purpose we will share and combine your data. We may work closely with third parties (including, for example, sub-contractors in technical, payment and delivery services, analytics providers and search information providers). We will notify you when we receive information about you from them and the purposes for which we intend to use that information.

Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a better experience when you browse our website and also allows us to improve our site.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer’s hard drive.

We use the following cookies:
- Strictly necessary cookies. These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website.
- Analytical/performance cookies. They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- Functionality cookies. These are used to recognise you when you return to our website. This enables us to personalise our content for you and remember your preferences (for example, your choice of language or region).
- Targeting cookies. These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

Third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

Uses made of the information

We use information held about you in the following ways:
- Information you give to us. We will use this information:
  - to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information and services that you request from us;
  - to provide you with information about other services we offer that are similar to those that you have already enquired about;
  - to provide you with information about services we feel may interest you. If you are an existing user, we will only contact you by electronic means (e-mail) with information about goods and services similar to those which were the subject of communication by you. If you are a new user, we will contact you by electronic means only if you have consented to this. If you do not want us to use your data in this way, please tick the relevant box situated on the form on which we collect your data;
  - to notify you about changes to our service; and
  - to ensure that content from our site is presented in the most effective manner for you and for your computer.
- Information we collect about you. We will use this information:
  - to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
  - to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
  - to allow you to participate in interactive features of our service, when you choose to do so;
  - as part of our efforts to keep our site safe and secure;
• to measure or understand the effectiveness of content we serve to you and others, and to deliver relevant content to you;
• to make suggestions and recommendations to you and other users of our site about services that may interest you or them.
• Information we receive from other sources. We will combine this information with information you give to us and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive).

Disclosure of your information
You agree that we have the right to share your personal information with:
• Any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.
• Selected third parties including:
  • business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you;
  • analytics and search engine providers that assist us in the improvement and optimisation of our site.

We will disclose your personal information to third parties:
• In the event that we assign any entity or assets, in which case we will disclose your personal data to the prospective assignee.
• If the IRSE or substantially all of its assets are acquired by a third party, in which case personal data held by it about you will be one of the transferred assets.
• If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use (https://www.irse.org/public/termsofuse.aspx), membership terms, licence holder terms and other agreements; or to protect the rights, property, or safety of the IRSE, our members, licence holders, affiliates or others.

Where we store your personal data
The data that we collect from you will be transferred to, and stored at, a destination outside the European Economic Area (“EEA”). It will also be processed by suppliers operating outside the EEA. This includes suppliers engaged in, among other things, the fulfilment of any service we have contracted to provide, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Where we have given you (or 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 not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Your rights
You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes. You will be asked to consent to such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right to ask us not to use your personal data for such purposes at any time by contacting us by email.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Access to information
You have the right to access information held about you. Your right of access can be exercised in accordance with the Act.
Changes to our privacy policy

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to hq@irse.org.