



Privacy Policy

This Privacy Policy explains what information we collect about you, how personal information is used, to whom personal information is disclosed and how this personal information is stored and protected. By applying to become a member of NAPTA, becoming a member, or by submitting your data to NAPTA in any form including but not limited to ordering a product, service or course, or using the NAPTA Web site or any product, service or course created or recommended by NAPTA, you consent to the use of any data we collect as set out in this Privacy Policy.

This Privacy Policy may be updated or amended from time to time.

If you have any queries concerning your personal information or any questions on our use of the information, please contact us on 01223 224930 or by emailing info@napta.org.uk.

What information do we collect?

When you, or the institution that employs you, apply to become a NAPTA member, or when another individual or organisation applies for membership on your behalf, we collect your personal information. We may also collect your personal information when you order or use products, services or courses created or recommended by NAPTA or when you use the NAPTA Web site. We hold and use this information to fulfil our obligations to you and to improve the service we provide.

We may contact you by email, fax, post or telephone in relation to your membership or your current or potential use of products, services or courses created or recommended by NAPTA. You may opt out of receiving any information from us at any time by sending an email to info@napta.org.uk.

Each time you use the Internet, an IP address is assigned to your computer via the Internet service provider. This number may either be the same or different each time. Each time your computer requests information from our Web site, or our online products or services, we log your IP address on our server. We may use this in order to gather information about the Web site traffic and usage, or about your use of our products and services.

Whether you are a registered member or user or not, our Web server collects certain information (such as IP address, the time and date information was requested, the browser version and platform, a record of which pages have been requested). We may use the information provided to produce statistics about pages being accessed. We may also use it to monitor usage of the Web site or our online products and services in order to improve navigation and design features or our service to you.

We keep your personal information for as long as necessary to fulfil our obligations to you and protect our legal interests.

Where you have provided us with an email address or any information which is incorrect or becomes outdated, you should inform us by emailing info@napta.org.uk or by writing to NAPTA at Chesterton Mill, French's Road, Cambridge, CB4 3NP.

Do we disclose the data?

We will not disclose your personal data to any third party other than our partners and contractors who must keep this data secure and confidential. Corporate information, however, may be shared.

How is data stored?

All data is collected and held on our behalf by Pearson Publishing Limited. Pearson Publishing Limited is registered under the Data Protection Act 1998.

Your personal data may be stored in electronic and/or paper-based form. Web site usage information is stored electronically.

The information collected about visitors to the Web site is stored in secure environments. We have mechanisms in place to protect data (eg a firewall).

Whilst we do our best to protect your personal information, we cannot guarantee the security of the information you transmit to us online. You therefore do so at your own risk.

Once we receive your transmission, we make our best efforts to ensure its security on our system.

Any email between you and NAPTA may not be encrypted. It will be stored securely within our corporate firewall (see above).

Cookies

'Cookies' are small pieces of information that are stored by your browser. If you log in to the members' area of our Web site, it will use a cookie to record the fact that you have logged on. This cookie will be discarded when you close your browser.

You will encounter links on our Web site to other sites that we do not control. Please be aware that, once you access one of these sites, you are subject to that site's privacy policy and not to ours.

You have a right to access the information that we hold about you. To obtain a copy you should email us at info@napta.org.uk or write to NAPTA at Chesterton Mill, French's Road, Cambridge CB4 3NP. We may charge a reasonable fee for this service.