

# All Nations Christian College

## Website Privacy Notice

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### 2. Introduction

Thank you for using All Nations Christian College website(s). All Nations Christian College is committed to protecting your privacy and to meeting our data protection obligations. This privacy notice is intended to give you an understanding of how and why we use the information you provide to us via our website and otherwise.

### 3. Related Documents

- Data Protection Policy
- Data Retention Schedule
- Website Privacy Notice
- Cookie Policy
- Enquirers' Privacy Notice
- Student Privacy Notice Summary
- Student Privacy Notice
- Student Terms and Conditions
- Student Agreement
- Supporters and Alumni Privacy Notice
- External Library Users Privacy Notice

### 4. Scope

- 4.1 This document applies to you if you visit and/or interact with All Nations Christian College website(s).
- 4.2 Your continued use of the All Nations website(s) means that you are happy for us to use your personal information as described in this notice. If you disagree with this notice, please feel free to continue to browse our website(s) and social media pages, but do not submit enquiries through them. Instead feel free to contact us via by email at [info@allnations.ac.uk](mailto:info@allnations.ac.uk) or by post to All Nations Christian College, Easneye, Ware, Hertfordshire, SG12 8LX and by calling 01920 443500.

## 5. Who we are

All Nations Christian College is the **data controller** in relation to the processing activities described below. This means that the College decides why and how your personal information is processed. Where this policy refers to “we”, “our” or “us” below, unless it mentions otherwise, it is referring to All Nations Christian College.

## 6. What information does the College collect and why?

- 6.1 Website users have the option to use the ‘Contact Us’ web form or the subscribe section on our home page, to join our mailing list, to update your records or to leave a message. We use your name and contact details to respond to requests and to maintain accurate records.
- 6.2 The legal basis for collecting personal information for the purpose of joining our mailing list is consent. The data collected will be processed according to our Supporters and Alumni Privacy Notice.
- 6.3 Website users also have the option to:
  - a. Use a web form to supply a reference for an applicant. The reference, and therefore your name and contact details will be kept in the relevant student’s or employee’s file until the document is destroyed according to our Data Retention Schedule. Any data provided will be processed according to this privacy notice.
  - b. Make a payment or a donation. We store your name and contact details, amount given, purpose for which it is given and (donations only) whether sufficient tax has been paid to reclaim gift aid and how recently that applies. We do not store full credit card details. Any data provided will be processed according to this privacy notice.
  - c. Use the relevant sections of the website to contact bookings or join the Library as an external user. Any data provided will be processed according to the Bookings Privacy Notice and the External Library Users Privacy Notice respectively.
  - d. Use a web form to find out about our courses. Any data provided will be processed according to our Enquirers’ Privacy Notice.
  - e. Use a web form to apply for a course. The information supplied on the application form together with any accompanying documentation is processed according to our Student Privacy Notice.
  - f. Use a web form to apply for a job. The information supplied on the application form together with any accompanying documentation is processed according to our Recruitment Privacy Notice or our Casual Workers Privacy Notice.
- 6.4 The College has a legitimate interest in processing any of the information you provide in paragraphs a to f above to answer queries, provide services, manage its operations effectively and to meet legal requirements.

## 7. Who has access to your data?

- 7.1 General enquiries will only be accessed by College administrators. All other data will be forwarded to the relevant department and only accessed by the relevant departmental staff and according to the relevant privacy notice.
- 7.2 **Third Parties:** We will never sell, distribute, or lease your personal information to third parties. However, those providing technical support may have access to your personal information acquired through our website(s). All third parties are obliged to be compliant with data protection legislation. Third parties who may have access to your data include:
  - 7.2.1 Those providing technical support

- Yeomans, who designed and host our website and provide ongoing technical support. They can access all data provided on web forms but they are legally bound not to breach anyone's privacy whilst providing this support, which is always and only at our request.
- Barclaycard EPDQ, provides the means for us to accept and process card payments where the cardholder is not present.

For more information please see their websites:

Yeomans: <https://www.weareyeomans.co.uk/privacy-policy>

Barclaycard: <https://www.barclays.co.uk/important-information/privacy-policy/>

7.2.2 Those facilitating use of the Internet: When you browse any website, by default your computing device will also send information to us, such as your IP address and other device specific information, to enable the website to function as it should. However, this only identifies devices not the people who use them. Google Analytics collect standard internet log information and details of visitor behaviour patterns to help us improve visitor experience. Cookies also enable us to improve the usability of our website. Please see how we use cookies on our Cookies page on the website: <https://www.allnations.ac.uk/cookies-policy>. Please note that when you send an email to us, it is transmitted from server to server as it crosses the Internet. Along the way, server administrators can read what you send and we cannot ensure or guarantee that loss, misuse or alteration of data will not occur whilst data is being transferred.

7.2.3 To fulfil legal obligations: We are legally obliged to pass gift aid information to HM Revenue and Customs.

## 8. How does the College protect data?

8.1 The College takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees and those providing technical support or services, in the proper performance of their duties. We use a secure server for computer files and only permit access to our website using secure connections. We also encrypt all personal data held digitally. When we store paper records, they are always kept in locked cabinets or in rooms which are locked when unoccupied, with only those people outlined above able to access them.

8.2 We take every care when communicating with supporters in sensitive locations, to ensure as far as possible that we do not compromise their safety by only ever contacting them through the contact details they provide.

8.3 The College will not transfer data outside the European Economic Area, except to respond to queries from enquirers who provide contact details outside the EEA.

8.4 **Your security responsibilities:** If you choose to make a login account with us via our website(s), you remain responsible for keeping your user ID and password confidential. Also, please note that our sites may contain links to other sites of interest. However, once you leave our site, we do not have any control over those other sites and such sites are not governed by this privacy notice.

8.5 **Breaches of security:** If for some reason we experience a breach in our security, we will fulfil our legal obligation to inform the data protection supervisory authority, The UK Information Commissioner's Office (ICO) within 72 hours. We will inform you if there is a possibility that you might have been or you have been harmed by any breach.

## 9. For how long does the College keep data?

- 9.1 General requests are deleted as soon as we respond which is usually within a month. Every six months checks are carried out to confirm this has been done.
- 9.2 Data contained in requests which require forwarding to a specific department are kept according to that department's privacy notice and according to our Data Retention Schedule.

## 10. What are your rights?

10.1 As a data subject, you have a number of rights. You can:

- access and obtain a copy of the information we hold about you, on request;
- require the College to change incorrect or incomplete data;
- require the College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the College is relying on its legitimate interests as the legal ground for processing.

10.2 If you believe that the College has not complied with your data protection rights, you can complain to the data protection supervisory authority, The UK Information Commissioner's Office (ICO), which can be contacted at <https://ico.org.uk/concerns/handling>

## 11. How to Contact Us

11.1 If you would like to exercise any of the above rights, have any queries about this privacy notice or about the way we process your personal information, please direct any queries to our Data Protection department using the contact details below.

- Email: [info@allnations.ac.uk](mailto:info@allnations.ac.uk)
- Telephone: +44(0)1920 443500
- By post: Data Protection, All Nations Christian College, Easneye, Ware, Herts, SG12 8LX
- You can update your mailing preferences here:  
<https://allnations.accessconsent.com/home> or by contacting: [network@allnations.ac.uk](mailto:network@allnations.ac.uk)

11.2 If you would like to access a copy of your data, you may find it easier to use the form you can find here: <https://www.allnations.ac.uk/sites/default/files/PDFs/Data Subject Access Request Form.pdf>

11.3 We will make every effort to respond to you within 7 days and within no more than 30 days.

## 12. Notice Review:

This notice is effective from May 2019. We will review it regularly and will update it when necessary, so please check back from time to time.

All Nations Christian College Limited is a registered charity (No. 311028) and a company limited by guarantee, registered in England (no 990054). The College is registered under the Data Protection Act 2018 (Reg. No. Z6320083). The College has a fully owned trading subsidiary: All Nations Trading Limited, a registered company (No. 1189164) VAT Reg. No. 214 7013 06. Both companies have a registered address of: Easneye, Ware, Hertfordshire, SG12 8LX.