

The Institute of Circuit Technology

Privacy Policy

1. Scope

This Privacy Policy is effective from 25 May 2018 and sets out your rights under the new laws.

The Institute of Circuit Technology (ICT) have the responsibility to protect and respect your privacy and look after your personal data. This Policy also encompasses the PCB Fabricators Group who operate under the auspices of the ICT.

This Privacy Policy explains what personal data we collect, how we use your personal data and how we store your personal data securely.

2. How the law protects you

Data protection laws state that we can only process personal data if we have a valid reason to do so. The reasons we process your personal data include, but are not limited to, your consent, sending you the ICT Journal, advising you of ICT events, sending other information that we deem to be of interest to ICT members and billing and contacting you.

3. How do we collect personal data from you?

We receive information about you when you apply to join the ICT, update us with your contact details use our website to renew membership and to book and pay for events, courses etc.

4. How do we use your data?

We use your personal information in the following ways:

- 1 - To assess your membership application and at intervals assess your membership grading.
- 2 - To advise you to renew membership, provide invoices and receipts.
- 3 - To provide services such as The ICT Foundation Training Course.
- 4 - -To advise you of ICT events including Evening Seminars, Annual Symposium, AGM etc.
- 5 - To send to you other information specifically of interest to ICT members.
- 6 – To advise of you of PCB Fabricators membership, meetings and associated information.
- 7 - To enable us to review, develop and improve our services.

5. Retention periods

We will keep your personal data until you ask for it to be deleted.

6. Who has access to your personal data?

Your personal data is only used by ICT Technical Director, Chair of the PCB Fabricators Group and ICT Council Officers and Members.

7. Your rights

In preventing the use or processing of your personal data, it may delay or prevent us from providing the ICT Journal and advising you of ICT events, the AGM and ICT Council Meetings and PCB Fabricators Meetings and other information services.

You have the right to object to our use of your personal data, or ask us to delete, remove or stop using it if there is no need for us to keep it. This is known as your right to be forgotten. There are accountancy reasons why we will need to keep your data, but please do inform us if you think we are retaining or using your personal data incorrectly.

You can view, edit or delete your personal data by requesting this from the ICT Technical Director.

8. Accessing and updating your data

You have the right to access the information we hold about you. Please email your requests to the ICT Technical Director so that we can obtain this information for you.

9. Where we store your personal data

All information you provide to us is stored on secured computers within the UK. We also back-up your data to Microsoft's cloud platform. By providing your data to us, you agree to this transfer and storage. The storage of your data is protected by passwords.

10. Contact us

Please email any questions or comments you have about privacy to ICT Technical Director:
bill.wilkie@instct.org