



## ***Data Protection Policy***

Further Education Chaplaincy Training ("FECT") operates fect.org.

At FECT we rely on the support of private individuals, colleges and trusts, in order to provide free training services for those exploring their vocation to spiritually support students and staff of all faiths and none at Further Education Colleges in England and Wales.

This is why we want to be completely transparent about how we use your personal information that you provide when you support us, or register as a student with us.

Like most website operators, FECT collects non-personally-identifying information of the sort that web browsers and servers typically make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. FECT's purpose in collecting non-personally identifying information is to better understand how FECT's visitors use its website. From time to time, FECT may release non-personally-identifying information in the aggregate, e.g., by publishing a report on trends in the usage of its website.

FECT also collects potentially personally-identifying information like Internet Protocol (IP) addresses for logged in users and for users attempting course assessments, communicating with course instructors, or leaving comments on fect.org. FECT discloses potentially personally-identifying and personally-identifying information only to those in its organisation that (i) need to know that information in order to process it on FECT's behalf or to provide services available at FECT's website, and (ii) that have agreed not to disclose it to others.

If you are a registered user of the FECT website and have supplied your email address, FECT may occasionally send you an email to tell you about new features, solicit your feedback, or just keep you up to date with what's going on with FECT and our courses. FECT takes all measures reasonably necessary to protect against the unauthorized access, use, alteration or destruction of potentially personally-identifying and personally-identifying information.

In summary, the following is how we use and handle personal data, which complies with the [Data Protection Act](#):

1. Personal data will be processed fairly and lawfully.
2. Personal data will be obtained only for one or more specified purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data will be adequate, relevant and not excessive.
4. Personal data will be accurate and where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary.
6. Personal data will be processed in accordance with the rights of data subjects under the Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data will not be transferred to a country outside the European Economic Area unless that country ensures an adequate level of protection.