

# Privacy Policy



## 1.0 INTRODUCTION

iATS are committed to safeguarding the privacy of our website visitors, applicants and other service users. This Privacy Policy will explain how we will handle the personal data that is submitted to us through our varied services.

By browsing this website, communicating electronically with us and/or submitting your personal data to this website, you acknowledge and agree to the terms of this Privacy Policy and to the processing of personal data by iATS as described in this policy.

By using the iATS website (including all online portals) and agreeing to this Privacy Policy, you consent to our use of cookies in accordance with the terms of this policy.

## 2.0 HOW WE USE YOUR PERSONAL DATA

iATS have detailed in this section the following key elements to how we will use personal data:

- The categories of personal data that we may process through our levels of interaction.
- The source and categories of personal data that we did not obtain directly from you.
- The purposes of how we may process personal data.
- The legal requirement of processing personal data.

### 2.1 Usage Data

iATS may process data about your use of our website and services, referred to as 'usage data'.

The usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use.

This usage data may be processed for the purposes of analysing the use of the website and services. The legal basis for this processing is our legitimate interests, namely the monitoring and improving of our website and services.

### 2.2 Account Data

iATS may process your 'account data' which may include your name and email address.

The source of the account data is you or your employer. The account data may be processed for the purposes of operating our website, providing our services, ensuring the security of our website and services, maintaining back-ups of our databases and communicating with you. The legal basis for this processing is our legitimate interests, namely the proper administration of our website and business.

### 2.3 Enquiry Data

iATS may process information contained in any enquiry that you submit to us regarding products and/or services, and this is referred to as 'enquiry data'.

The enquiry data may be processed for the purposes of offering, marketing and selling relevant products and/ or services to you.

## **2.4 Transaction Data**

iATS may process information relating to transactions, including purchases of goods and services that you enter into with us, and/or through our website, and is referred to as 'transaction data'.

The transaction data may include your contact details and the transaction details. The transaction data may be processed for supplying the purchased goods and services, and keeping proper records of those transactions. The legal basis for this processing is the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract and our legitimate interests, namely our interest in the proper administration of our website and business.

## **2.5 Notification Data**

iATS may process information that you provide to us for subscribing to our email notifications and/or newsletters, and is referred to as 'notification data'.

The notification data may be processed for the purposes of sending you the relevant notifications and/or newsletters. The legal basis for this processing is the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.

## **2.6 Correspondence Data**

iATS may process information contained in or relating to any communication that you send to us, and is referred to as 'correspondence data'.

The correspondence data may include the communication content and metadata associated with the communication. Our website will generate the metadata associated with communications made using the website contact forms. The correspondence data may be processed for the purposes of communicating with you and record-keeping. The legal basis for this processing is our legitimate interests, namely the proper administration of our website and business and communications with users.

## **2.7 Personal Data**

iATS may process any of your personal data identified in the other provisions of this policy where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.

Please do not supply any other person's personal data to us, unless we prompt you to do so.

## **2.8 Cookies**

iATS has a cookie policy which is available to view on our website.

## **3.0 AMENDMENTS**

IATS may make amendments to this Privacy Policy to improve our privacy control measures, and the latest copy of the Privacy Policy will be displayed on the IATS website.

## **4.0 CONTACT DETAILS**

If you have any questions concerning this Privacy Policy you can contact us using one of the following methods:

- Email: [manager@iats-uk.org](mailto:manager@iats-uk.org)
- Writing: 16 St Johns Business Park, Lutterworth, Leicestershire, LE17 4HB
- Telephone: 0300 688 0016