** PRIVACY NOTICE**

This privacy policy explains how we use any personal information we collect about you when you contact us by phone, email, letter or attend any of our events.

**We take your privacy seriously and are committed to protecting your personal information. We aim to be clear and open about our data and security practices.**

Where we ask you to provide us with any information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement, and in line with the General Data Protection Regulation (GDPR) 2018.

**Information we collect about our members**

We collect the following information from TACTYC members as part of our standard membership application form and membership management system:

* Name, address, organisational affiliation, employment role/status;
* Contact details including email address and telephone number;
* Your preferred payment method for membership fees (e.g. Standing Order);
* The date that your membership subscription begins and ends;
* The amount you pay us for your membership (e.g. student rate).

When you contact us by email, letter or on the phone, we may also record this information to help us process your request efficiently.

Occasionally (and separately) we invite our members to participate in an opinion poll or survey for research purposes via the website or email. When we do so, we will always ask for your explicit, informed consent to collect and store any additional information that we might seek through that survey (e.g. your age, ethnicity). We will also explain what we plan to do with your information and who will be able to access it.

**Why we collect and store this information**

This information is collected so that we can manage your membership account, keep in touch with you about TACTYC’s activities, contact you when your membership is due for renewal, send you our Newsletters and invite you to take part in our annual elections and the AGM/Conference.

**How we store this information and who can access it**

Members’ personal information is stored in an electronic database in a password protected computer that is managed by TACTYC’s Membership Secretary and in a password protected file in a cloud-based data storage system to which the Chair, Treasurer and Membership Secretary have access. The password is updated regularly. Occasionally, a member’s contact details may be shared with TACTYC’s Executive Committee with the sole purpose of enabling responses to that member’s enquiry.

The information is stored while you are a member of TACTYC and for 3 months after the expiry of your membership unless you have requested its deletion sooner.

**Information we collect from conference delegates**

If you register to attend one of our annual conference or an event that is hosted by TACTYC, we will collect personal details exclusively for the purpose of sending you information about the conference. We store your information securely in a password protected database and the information is deleted after 3 months unless you have asked to remain on our mailing list to hear about future conferences.

**Information we collect when you visit our website or email us**

We collect material that you proactively post or contribute to our website and may store correspondence you have with us via our website or our Gmail account.

We also collect information on your website usage through cookies if your browser accepts them. Our website is hosted by Taylor and Francis. Some of our websites feature tracking software – this means that if you're a logged-in user, have filled in an online form or have previously clicked a link in one of our emails, we may link your website usage information (such as pages visited, IP address, browser and device used) to other information we hold about you, such as your name and organisation.

**How we use this information**

We collect this statistical information to help us to understand how people use our website; to monitor which of our webpages seem to be more/less popular, and to be able to respond to specific enquiries or requests that come to us via our website or Gmail account from TACTYC members and non-members.

**Where we store your information**

**Online forms**

The forms on our website are built using a platform hosted by Taylor and Francis, so the information you provide to us is initially stored there. The contract we have with this provider ensures their practices comply with the EU’s General Data Protection Regulation.

**Website accounts**

If you are a registered user of our Journal, *Early Years*, the personal data within your account is stored in secure web servers hosted by Taylor and Francis (who have their own data protection policy).

You are responsible for keeping your website account password(s) confidential. We ask you not to share your password with anyone for your own security.

**Security and encryption**

We take great care to ensure that our website is operated at the highest security levels and that our host is committed to best practice in digital security. All personal information is encrypted in transmission. However, the security of data transmission via the internet can never be 100% guaranteed, and data transmission is at your own risk.

**Cookies**

**What are cookies and how do we use them?**

The use of cookies is common practice on modern websites. A cookie is a small text file which is placed on your computer’s hard drive by a website. When you visit one of our websites, your browser checks to see if it has any cookies for it and sends the information contained in those cookies back to the site in order to tailor and improve your experience.

The cookies used on our website record things like whether you are currently logged into your website account, to ensure you’re given the right access on each page. They ensure the display settings you’ve previously selected (for example, preferred language) – or the settings associated with your account permissions – are activated correctly.

We also use cookies to collect anonymous usage and visitor behaviour information – this includes IP address, operating system, browser type and pages visited. We use this to track how our websites are used, measure their effectiveness, and to help us improve our content and user experience.

**Can I refuse cookies?**

Yes, you can use your browser settings to disable cookies. Different browsers offer different levels of control – for example, you may be able to accept certain cookies and reject others, such as third party cookies.

If you refuse cookies please be aware our website may not work smoothly for you and there will be certain parts that won’t function correctly.

You can delete the cookies stored on your computer at any time.

**How long do we keep your information?**

TACTYC only keeps your information for the purpose of communicating with you regarding our activities and your membership. We do not pass on information to third parties other than Taylor and Francis to give members access to the online Journal systems. We keep any financial information for seven years due to legal requirements, and we delete all other personal information from our customer relationship management system if we have had no contact with you for three years or if you have actively requested that we delete your details from our members’ database.

**Access to your information**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, you can:

Email: contact@TACTYC.org.uk. There is no charge for this service.

**Keeping your information up to date**

We want to make sure that any personal information we hold about you is accurate and up to date. Please contact us on the email above to correct or remove information you think is inaccurate.

**Sharing your information with other organisations**

TACTYC will not sell your information to any third party. We pass on your information to Taylor and Francis exclusively for the purpose of providing you with our Early Years Journal and access to the website.

**Other websites**

Our website contains links to other websites not run by TACTYC. This privacy policy only applies to our website so when you link to other websites you should read their own privacy policies.

**Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on our web page. This privacy policy was last updated on 8th July, 2018.

**Your rights**

Data protection regulations give you clear rights over how your data is used by us. You can find out more detail about your rights by visiting the Information Commissioner’s Office website’s section on [individual rights](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights).

You also have the right to report concerns or complain about our handling of your data to the Information Commissioner’s Office. Details of how to do this can be found on its [website](https://ico.org.uk/concerns).

Dated: 12th July, 2018.