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## Privacy Policy Statement

BPA respects your privacy and is committed to protecting it. We provide this Privacy Statement to inform you of our Privacy Policy and practices and of the choices you can make about the way your information is collected online and how that information is used. This website is governed in accordance with the laws of England. The English courts shall have exclusive jurisdiction over any dispute arising out of your use of this website.

**The bpa.co.uk website is owned by BPA Ltd, 5-7 Alexandra Road, Hemel Hempstead, Herts. HP2 5BS. Registered in the UK: 1228157**

### 1. Data automatically collected

We log visitor's domain and IP address automatically; this information does not identify you as an individual, but only the computer that is being used to view the site. This data is used to see where the site is being used in the world to ensure coverage, and for click stream analysis to help better understand site usage, so that we can improve our service to you. We do not link information automatically logged by such means with personal data about specific individuals.

### 2. Cookies

To stop cookies being placed on your terminal equipment please refer to your specific Internet browser for instructions. The cookies we place on your terminal equipment are known as first party cookies and expire after varying times ranging from as soon as the browser is exited to the year 2038. In a few cases blocking cookies may reduce the functionality of some sites or prevent access to them depending on your chosen browser options.

Cookies are small pieces of information that are stored on your computer by the server maintaining and operating the Site. They do not compromise your privacy or security as they store a randomly generated identifying tag on your computer. We save cookies on to your computer to enable our site to personalise your future visits. Based on your interests the information helps speed up navigation to help you find the information you are looking for.

### 3. Data collection and use

When you request information through this site, we may need to know some personal information about you. When emailing us we need your e-mail address, name and other limited personal identifiers, typically name and contact number. Where you request employment related services or products we will usually need limited data about personal identifiers, education, employment, family and financial details. Your personal data will be processed to provide information, goods, products and services you request in the form that you require.

If we require sensitive personal data then we will ensure that the collection and use is in strict accordance with the UK Data Protection Act principles of data protection and data privacy.

We will not pass your details to anyone else outside BPA without your permission. This and all other transmissions will remain secure and under our sole control.

If we look to use your personal data for a new purpose, beyond what it was originally provided for, we will ask for your consent.

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#### **4. Data retention**

Data is held for the purposes of improving services offered after which time it is depersonalised and non-identifiable. We do not collect any additional information about you other than that outlined above.

#### **5. Access to your personal data**

To enquire about accessing your personal data, or if you have any questions relating to BPA's data privacy policy please email [coynej@bpa.co.uk](mailto:coynej@bpa.co.uk), or by post at the registered address above.

We will provide you with a readable copy of the personal data that we keep about you, within 40 days; we will require proof of your identity. We allow you to challenge the data that we hold and, where appropriate, you may have the data: erased, rectified, amended or completed. We reserve the right to refuse to provide our visitors with a copy of their personal data, but will give reasons for our refusal. You will be able to challenge our decision to refuse to provide you with a copy of your personal data.

#### **6. Security**

We have implemented security policies, rules and technical measures to protect the personal data that we have under our control that complies fully with data privacy & protection legislation appropriate to the jurisdiction applicable to the site. The security measures are designed to prevent unauthorised access, improper use or disclosure, unauthorised modification & unlawful destruction or accidental loss.

At present we do not give visitors to our Web site the option of using a secure transmission method to send us their personal data.

#### **7. Privacy compliance**

Our privacy policy is compliant with the following instruments: UK Data Protection Act 1998, the EU Directive on Data Protection 95/46/EC and the EU Directive on Personal Data in Electronic Communications 02/58/EC. In order to demonstrate that our privacy policy accords with the above privacy instruments, we are: voluntarily committed to a Self Assessment procedure and subject to Independent Data Protection Authority supervision by the UK Information Commissioner.

Data privacy legislation is subject to revision and we strongly suggest that you regularly check our privacy statement.

#### **8. Hyperlinks**

The BPA Privacy Statement does not cover the personal data you choose to give to unrelated third parties. We encourage you to review the privacy policy of any company before submitting your personal information. Some third-party companies may choose to share their personal data with BPA; that sharing is governed by that third-party company's privacy policy.