

Association of Clinical Scientists (ACS) Privacy Policy

ACS takes the privacy and security of your data extremely seriously. We would like to assure you that ACS is committed to protecting the privacy of all our users. We will ensure that the information you provide us with is kept private and confidential, and we will only use it in connection with processing your application for assessment.

Data Protection

Your personal information refers to the data obtained from you in connection with the application for assessment. Your privacy is important to us and we undertake to respect your personal information.

We will use your personal information for the following reasons so that we can provide you with an appropriate service:

- To confirm, update and improve applicant records
- Personal information you supply us with and the information about your use of services will only be used by ACS to tell you by letter, telephone or email about your assessment process.

Information Voluntarily Provided

When you complete an assessment application form, consult with our service team, send us an email, or communicate with us in any way, you are voluntarily giving us information that we collect. That information may include your name, physical address, email address, IP address, phone number, as well as details including gender, location and other demographic information.

By giving us this information, you consent to this information being collected, used, disclosed, transferred or stored by ACS as described in this privacy policy. In the interest of your privacy, we only collect, use and retain information reasonably required for our legitimate assessment processes.

Information Automatically Collect

When you browse the website, we may automatically collect information about your visit by using cookies. This information may include your device type, browser, IP address, how you came to the website or how you interacted with the website. This information may be used to monitor or improve website performance. Information from the cookie alone generally will not identify you personally and we will not use this information in connection with any personally identifiable information you have provided.

Cookie Usage

Cookies are small amounts of information that are sent to and are stored on your computer. They are used by ACS to identify you when you visit the site, and to make your use of the site more convenient for you. If you do not wish to have Cookies placed on your computer you can disable Cookies on your Internet browser.

Information We Share with Third Party Providers

We may share your personally identifiable information with service providers including:

- Payment processors for BACs and cheque payment transactions.
- Hosting services.
- Legal authorities when we believe in good faith that we are lawfully authorised or required to do so or when necessary to do so to protect the rights and safety of ACS, employees and users from fraudulent, abusive, inappropriate or unlawful use of our services..
- Information that is aggregated or anonymised that does not directly identify you. For example, information that is discussed at ACS Board meetings.
- We use un-anonymised information with our assessors, board ratification of results and in the pass lists we send to the HCPC which is considered vital for being able to assess applications appropriately for onward registration. We might also seek confirmation from our constituent member professional bodies that an applicant is a member of the body they claim to be so qualifying to obtain the discounted fees.

How we safeguard your information

We take reasonable and appropriate measures to protect Personal Information from loss, misuse and unauthorized access, disclosure, alteration and destruction, considering the risks involved in the processing and the nature of the personal information.

Our website is hosted on a secure server and is scanned on a regular basis for security holes and known vulnerabilities to make your visit to our site as safe as possible. We implement a variety of security measures to maintain the safety of your personal information.

Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. If a security breach causes an unauthorized intrusion into our system that materially affects you, then ACS will notify you as soon as possible and later report the action we took in response.

Access to Personally Identifiable Information

If your personally identifiable information changes or you wish your information to be removed from our records, you may update or delete it by emailing ACS admin. We will give you access to your personally identifiable information that we hold within 30 days of a request to access.

How long your personal data is kept

We will retain your information for as long as required to deliver your assessment, or resolve any issues, or until advised not to. Please note that we cannot always

delete records of all historical data. For example, we are required to retain certain records for HCPC monitoring and compliance reasons.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website.

Therefore, we cannot be responsible for the protection and privacy of any information you provide whilst visiting such sites and such sites are not governed by this privacy policy. You should exercise caution and look at the privacy policy applicable to the website(s) in question.

Security

ACS uses reasonable measures to safeguard sensitive personally identifiable information, with measures that are appropriate to the type of information maintained and follows applicable laws regarding safeguarding any such information under our control.

Changes to Privacy Policy

From time to time, we may need to update or modify this Privacy Policy, which come into effect upon updating this page. We recommend reviewing this privacy policy so you are aware of any changes that affect what you are consenting to by interacting with the website, submitting a query, making a application or otherwise interacting with ACS.

Your privacy is extremely important to us. We want to make sure our website is accessible to everyone. Use of the ACS website is subject to these terms of use. Users who do not accept these terms of use are not authorised to continue using this website.

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