



**The Chartered
Institute of Logistics
and Transport**

Data Protection Policy Statement & Notice

Charity Policy: (“we/us”): The Chartered Institute of Logistics & Transport International

Postal address: Earlstrees Court, Earlstrees Road, Corby, Northamptonshire, NN17 4AX, United Kingdom.

For what purpose do we use the information gathered and with whom is it shared?

We hold personal information about you when you apply for Membership and when you retain Membership through subscription. We hold personal information about any Academic Awards we grant you and retain the history of any Awards (even if you are no longer a subscribing Member of the Chartered Institute of Logistics and Transport. If you do not pay your subscription at the due date we retain your personal information for three months to allow you to re-instate your Membership, after that time period we delete your personal information from our systems.

If you attend a course or event we process information about you in order to run the event. We retain information about you relating to the course or event billing, if appropriate, and we track the CPD hours you get credited with by virtue of your participation.

As part of our Membership application process we ask for your date of birth. As an Awarding body and Chartered Institute we need to ensure you are older than eighteen years of age at the time of your application and are correctly identified. We also need to correctly identify you if you are awarded Chartered membership or an Academic Award by us and we are asked to confirm your Award by another organisation, with your permission. This may occur if you apply for a position where academic references are taken or as part of a job application.

We will only send you marketing communications after you have agreed to receive this type of communication from us. You can withdraw from this agreement at any time by unsubscribing to our newsletters or writing to us at info@ciltinternational.org.

We will not pass your data to third parties without your permission. We will pass examination results to your current employer if they paid the examination fees.

You have the right to have your personal details deleted from our systems. If you decide to ask for your details to be deleted you must be aware that we will no longer be capable of evidencing the Award of any Academic Award or completion of any course. You can ask for a copy of the personal information we have stored on our systems. If you wish to receive a copy please email info@ciltinternational.org.

CILT International Office

Earlstrees Court | Earlstrees Road | Corby | Northants | NN17 4AX | UK
+44 (0) 1536 740162 | info@ciltinternational.org | ciltinternational.org

Charity Registration Number: 313376

Updating your information

If any of the information you provide when subscribing to the services on the Site changes please [notify us](#)

Accessing your information

We are data controllers for the purposes of the act and if you wish to request access to your information held by us, you may [contact us](#)

Mailing lists

If you subscribe to our mailing lists for news releases and other information, we may also ask you to answer various general questions about yourself so that we can tailor the information which we send to you.

Newsletter

If you subscribe to our newsletter and at any time you wish to stop receiving this or any other information you may have requested from us or any other company, please [email](#) or write to us or click the Unsubscribe link at the bottom of any communication you may receive from us.

Security

We will take reasonable measures to ensure good practices and procedures are in place with regards to the security of data. Including regular reviews of current practices.

Electronic-based, electronically stored data is reasonably secure. Our storage servers are locked away, in a controlled secure environment. Only authorised personal have access.

Paper-based documentation received in respect of the individuals is stored in a secure orderly manner.

We take reasonable precautions to protect sensitive information you submit through the Site.

Emails, forms requesting information and feedback forms via the Site are not secure. Any information submitted via these forms is done so at your own risk. We will not be responsible for any personal information sent by email.

We take reasonable precautions to ensure that access to sensitive and non-sensitive information is restricted to our authorised personnel.

Our web server is based, under an agreement with a third-party ISP, in the United Kingdom. We and our ISP take reasonable precautions to ensure that appropriate security measures are in place for hosting this service.

If you have any questions or concerns about the security of our Site, [contact us](#)

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Surveys and user groups

We always aim to improve the services we offer. As a result we occasionally canvass our customers using surveys. Participation in surveys is voluntary, and you are under no obligation to reply to any survey you might receive from us. Should you choose to do so, we will treat the information you provide with the same high standard of care as all other customer information.

Competitions

Your participation on our Site may mean that we occasionally contact you with the opportunity to enter competitions. Entry to competitions is voluntary, and you are under no obligation to take up an invitation from us to enter. Should you choose to enter a competition, we will treat the information you provide with the same high standard of care as all other customer information, and use the information provided strictly within the entry terms of the competition and this Privacy Policy.

'Email a friend'

We may from time to time operate an 'Email a friend' service or 'Share' functionality. This is a referral service, designed to make it easy for customers to recommend our Site and related websites or offers to a friend, and is a two-step process. First, a customer sends us the friend's name and email address, and secondly, we contact the friend, telling them who we are, and inviting them to take advantage of a particular offer, or to visit the Site. When we contact your friend, we always advise them of the name and email address of the friend who made the original referral. We will not use your friend's details for any other purpose.

Links to third parties' sites

Please note that we do provide links to other sites, which may not be governed by this Privacy Policy and you should view the privacy policy of those sites for further information.

Traffic patterns / site statistics

We may monitor customer traffic patterns, Site usage and related Site information in order to optimise your use of the Site and we may give aggregated statistics to a reputable third-party, but these statistics will include no information personally identifying you.

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Transfer to third parties

We may also use the Information we gather to notify you about important functionality changes and alterations to the Site, or offer of products, services or information that might be of particular interest to you (where you have consented to this). We also share your personal information with our suppliers in order to facilitate transactions and delivery. We ensure that our suppliers protect your personal information as tightly as we do and that they provide an adequate level of protection for your rights as a data subject. This may involve transferring or selling your Information to other companies, inside or outside the EU.

Your information may also be transferred to another company in the event of the transfer of our assets to a third party. In that event, we will endeavour to ensure that your rights and freedoms in respect of the processing of your personal data are adequately and appropriately protected.

By submitting your information and subscribing to the services available on our site, you consent to such use and transfer.

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