



## PRIVACY POLICY

<b>Policy:</b>	<b>Privacy</b>
<b>Approved By:</b>	<b>Board of Trustees</b>
<b>Approval Date:</b>	<b>30.04.2019</b>
<b>Next review Date:</b>	<b>30.04.2020</b>
<b>Policy Holder:</b>	<b>IBTI</b>

### 1. Introduction

The International Bible Training Institute (IBTI) has created this policy to demonstrate our firm commitment to protecting your right to privacy. This policy is your guide to how we collect, handle and use information about you while using [www.ibti.org.uk](http://www.ibti.org.uk) (IBTI website), so that you can make an informed choice about it. By continuing to access or use [ibti.org.uk](http://ibti.org.uk) you consent to us collecting the data described in this policy and agree to be legally bound by this Privacy Policy and the terms of service.

### 2. Information Collection

Users can visit the site without revealing any information about themselves. We do not collect personally identifying information about you when you visit our site, unless you choose to provide such information to us. If you choose to give us personal information via the Internet for the purposes of correspondence, processing a donation, requesting admissions information or subscribing to our email newsletter, then it is our intent to let you know how we will use such information.

Providing such information is strictly voluntary and we will normally store your contact details on a database on our server. This is to allow us to send you other related information in the future and we do not sell trade or offer this information to others. We will remove your name from our mailing list, email list or telephone list at any time, at your request.

### 3. Location of the policy

The college will ensure that the policy is available to all students and staff and will also be on the IBTI website: [www.ibti.org.uk](http://www.ibti.org.uk). If we decide to change our privacy policy, all changes will be immediately posted to this site.

### 4. Why are we using cookies and Google Analytics?

We automatically collect some data about our users' browser actions and patterns. This is aggregate data gathered by cookies that does not identify any individual, but instead help us to understand more about our users and to improve their experience across our website.

The purposes, for which they are used, are set out below:



- We use *cookies* on our website to recognise a computer when a user visits the website;
- track users as they navigate the website;
- improve the website's usability;
- analyse the use of the website;
- administer the website;
- prevent fraud;
- improve the security of the website;
- personalise the website for our users.

We use **Google Analytics Universal** to create reports and analyse the use of the IBTI Website. Our analytics service provider generates statistical and other information about our website use by means of cookies. The information collected will not include any information from which you will be identifiable. You can set up your browser to reject cookies, although some functionality of the website may be impaired. Our analytics service provider's privacy policy is available at: <http://www.google.com/policies/privacy>.

## 5. Managing your cookies settings

Most browsers allow you to change your settings and preferences for cookies. Use the links below to take a look at individual browser settings:

<http://windows.microsoft.com/en-gb/windows7/how-to-manage-cookies-in-internet-explorer-9>

<https://support.google.com/chrome/answer/95647?hl=en-GB>

<https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>

[https://support.apple.com/kb/PH21411?viewlocale=en\\_US&locale=en\\_US](https://support.apple.com/kb/PH21411?viewlocale=en_US&locale=en_US)

<https://support.apple.com/en-gb/HT201265>

## 6. What are cookies?

A cookie is a file containing an identifier, a string of letters and numbers, that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

Cookies can be used by web servers to identify and track users as they navigate different pages on a website and identify users returning to a website.

## 7. Sending us an Email

You may decide to send us personally identifying information, for example, in an electronic mail message containing a question or comment, or by filling out a Web form that provides us this information. We use personally identifying information from email primarily to respond to your requests. We may forward your email to other employees who are better able to answer your questions. We may also use your email to contact you in the future about our programmes that may be of interest.

## **8. Email Updates**

We use MailChimp as a third-party email marketing service to deliver our newsletters via emails. This company employs techniques for creating data analysis for marketing purposes and click-through rate that use email address as an identifier.

You will be given the option to remove your name from our email list at the bottom of each email update. And, again, we will not sell, rent or trade your email address to a third party.

## **9. Online Donations**

When you make an online donation on [ibti.org.uk](http://ibti.org.uk), we collect personal information such as your name, billing address, and email address, contact phone number, the project you are donating to and the amount of your donation. Our website is fully encrypted with SSL standard security technology which protects the transfer of your data.

We don't host the transaction of the donation itself; instead you will be redirected to the PayPal company website which operates worldwide as an online payments system that supports online money transfers.

## **10. Mechanisms for Feedback**

Constructive comment for the continued improvement of this policy is welcomed and should be forwarded to the Administrator at [policies.data@ibti.org.uk](mailto:policies.data@ibti.org.uk).