



Ensuring the privacy and security of your personal information is very important to everyone at Sacred Heart Newcastle SCITT. Our Privacy & Security Policy outlines the information we collect about you, how we use, disclose and otherwise manage this information and the choices you have to restrict our usage of this information. The European Union's General Data Protection Regulation (GDPR) regulation changes how companies use and process the personal data of European users.

Collected Information

We collect personal information when you sign up to receive newsletters about our ITT programme which may include your name and email address, postal address and telephone number. Email sign-up

When you sign-up to our mailing list, whether this be via our [website](#) or via an information event, your contact information will be stored in a secure newsletter programme (a service provided by MailChimp) which we use to send you regular updates from Sacred Heart Newcastle SCITT regarding ITT events, activities and any other key developments linked to our ITT programmes. We do not share your information and your information is not available to be accessed or utilised by any third party. You are able to unsubscribe at any time. Please see the unsubscribe link in any newsletter we send you or contact us as outlined below.

Customer Service

When you contact us with a question, feedback or other comment, you may be asked for information that identifies you, such as your name, address and telephone number. We collect this information to verify your identity and to help us promptly answer your question or respond to your comment or feedback. We may retain this information to assist you in the future. We may also use your feedback, suggestions and comments to monitor and/or improve our website.

Website Information Collected

You can visit our website (<https://www.newcastlescitt.co.uk>) without telling us who you are or providing us with any personal information. However, we collect the I.P. (Internet protocol) addresses of all our website visitors and other related information such as page requests, browser type, operating system and average time spent on our website through an analytics programme which we use to monitor and improve our website.

We use cookies and similar technologies to collect information about the pages you access or visit. Cookies are bits of information that are automatically stored on your computer so we can recognise you when you return. We use cookies to better understand your use of our website so that we may continue to refine and improve our website. If you do not wish to have cookies on your system, you can set your browser preferences to disable them. The information collected through cookies may be combined with other identifiable personal information (such as demographic information) from our records and other sources to monitor and improve our website.

Retention of Personal Information

We only keep your personal information as long as necessary for the purposes we collected it, or as otherwise required by law.

Security and Personal Information

Your privacy is important to us. We maintain reasonable administrative, technical and physical safeguards in an effort to protect against the loss, theft, unauthorised access, use, modification and disclosure of personal information in our custody and control. We have implemented measures in an effort to safeguard the personal information in our custody and control, including only providing access to personal information to employees and appointed agencies who require such information for the purposes described in this Privacy & Security Policy.

Policy Changes

We may periodically update this Privacy & Security Policy for new, unanticipated uses not previously disclosed. Any changes made will be posted here. We will treat your personal information in accordance with the Privacy & Security Policy in place at the time your information was collected. Contact Us

Feel free to contact us with any questions about our Privacy & Security Policy, how we treat your personal information or to unsubscribe from our email marketing list.

You may also access or update the personal information we have about you. Please email us at SCITT@shhs.org.uk or write to us at the address below.

To protect your privacy, we will take reasonable steps to help verify your identity before granting access or making corrections.

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