

Privacy Policy

This Policy applies as between you, the User of this Web Site and the International Test Commission, the owner and provider of this Web Site. This Policy applies to our use of any and all Data collected by us in relation to your use of the Web Site and any Services or Systems therein.

1. Definitions and Interpretation

In this Policy the following terms shall have the following meanings:

Account: means collectively the personal information, Payment Information and credentials used by Users to access Material and / or any communications System on the Web Site;

Content: means any text, graphics, images, audio, video, software, data compilations and any other form of information capable of being stored in a computer that appears on or forms part of this Web Site;

Cookie: means a small text file placed on your computer by International Test Commission when you visit certain parts of this Web Site. This allows us to identify recurring visitors and to analyse their browsing habits within the Web Site.

Data: means collectively all information that you submit to the Web Site. This includes, but is not limited to, Account details and information submitted using any of our Services or Systems;

International Test Commission Conference: means the Conference of the International Test Commission;

Service: means collectively any online facilities, tools, services or information that the International Test Commission makes available through the Web Site either now or in the future;

System: means any online communications infrastructure that the International Test Commission makes available through the Web Site either now or in the future. This includes, but is not limited to, web-based email, message boards, live chat facilities and email links;

User/Users: means any third party that accesses the Web Site and is not employed by the International Test Commission and acting in the course of their employment; and

Website: means the website that you are currently using (www.itc-conference.com) and any sub-domains of this site (e.g., subdomain.itc-conference.com) unless expressly excluded by their own terms and conditions.

2. Data Collected

Without limitation, any of the following Data may be collected:

- **2.1** name;

- **2.2** date of birth;
- **2.3** contact information such as email addresses and telephone numbers;
- **2.4** demographic information such as post code, preferences and interests;
- **2.5** financial information such as credit / debit card numbers;
- **2.6** IP address (automatically collected);
- **2.7** web browser type and version (automatically collected);
- **2.8** operating system (automatically collected);
- **2.9** Cookie information (see Clause 10 below).

3. Our Use of Data

- **3.1** Any personal Data you submit will be retained by the International Test Commission for as long as you use the Services and Systems provided on the Web Site. Data that you may submit through any communications System that we may provide may be retained for a longer period of up to one year.
- **3.2** Unless we are obliged by law to do so, and subject to Clause 4, your Data will not be disclosed to third parties.
- **3.3** All personal Data is stored securely. For more details on security, see Clause 8 below.
- **3.4** Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Web Site. Specifically, Data may be used by us for the following reasons:
 - **3.4.1** internal record keeping;
 - **3.4.2** improvement of our service;
 - **3.4.3** transmission by email of promotional materials that may be of interest to you.

4. Third Party Web Sites and Services

The International Test Commission may, from time to time, employ the services of other parties for dealing with matters that may include, but are not limited to, payment handling, delivery of purchased items, search engine facilities, advertising and marketing. The providers of such services do not have access to certain personal Data provided by Users of this Web Site. Any Data used by such parties is used only to the extent required by them to perform the services that the International Test Commission requests. Any use for other purposes is strictly prohibited. Furthermore, any Data that is processed by third parties must be processed within the terms of this Policy and in accordance with data protection laws.

5. Controlling Access to your Data

- **5.1** Wherever you are required to submit Data, you will be given options to restrict our use of that Data. This may include the following:
 - **5.1.1** use of Data for direct marketing purposes; and
 - **5.1.2** sharing Data with third parties.

6. Your Right to Withhold Information

- **6.1** You may access certain areas of the Web Site without providing any Data at all. However, to use all Services and Systems available on the Web Site you may be required to submit Account information or other Data.
- **6.2** You may restrict your internet browser's use of Cookies. For more information see Clause 9 below.

7. Accessing your own Data

- **7.1** You may access your Account at any time to view or amend the Data. You may need to modify or update your Data if your circumstances change. Additional Data as to your marketing preferences may also be stored and you may change this at any time.
- **7.2** You have the right to ask for a copy of your personal Data.

8. Security

Data security is of great importance to the International Test Commission and to protect your Data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data collected online.

9. Changes to this Policy

The International Test Commission reserves the right to change this Privacy Policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Web Site and you are deemed to have accepted the terms of the Policy on your first use of the Web Site following the alterations.

10. Contacting Us

If there are any questions regarding this privacy policy you may contact us at admin@intestcom.org.