



Privacy Policy - Courses

At Proclamation Trust Courses ("we", "our", or "us"), your privacy is important to us. This Privacy Policy outlines how we collect, use, store, and protect your personal information when you interact with our courses, website, and related services.

This policy is about how we use data held for those who study on the Proclamation Trust training ministry courses

Who We Are

Proclamation Trust Courses is part of The Proclamation Trust, a UK-based Christian charity that seeks to encourage ministry that is shaped by the Bible. We offer theological training courses through in-person and on-line training.

What information we collect

The Proclamation Trust will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data (name, address, email etc) and such special types of information as we require to discharge our duty of care towards students.

We collect personal information that you voluntarily provide when you:

- Register for a course or event
- Contact us for information or support
- Subscribe to our newsletter
- Create an online account
- Make a payment or donation

This may include:

- **Identity Data:** Full name, title, date of birth
- **Contact Data:** Email address, postal address, phone number
- **Financial Data:** Payment card details (processed securely via third-party payment processors; we do not store full payment card information)
- **Profile Data:** Courses attended, feedback provided, preferences
- **Medical data:** accessibility requirements, allergies, medication and dietary requirements



- **CCTV, photos and video recordings**
- **Technical Data:** IP address, browser type, login data, cookies (see Section 6)
- **Communication Data:** Your interactions with us via email or our website

How we use your information

We need to know your basic personal data in order to provide you with our services and discharge our duty of care during your time as a student. We will not collect any personal data from you we do not need in order to provide and oversee this service to you. We gather the data to enable us to fulfil our contract with you for your training.

We retain the data after your training has ended for our legitimate business interests, including to keep you informed of news from the Proclamation Trust, reunions which may be organised and other events you may be interested in. You may ask us to delete such data at any time (see *What are your rights* below).

We use your personal data for the following purposes:

- To manage your course registrations and payments
- To communicate important course-related information
- To respond to enquiries or requests
- To send newsletters or updates (if you opt-in)
- To improve our website and services
- To comply with legal and regulatory obligations

We do **not** sell your personal data to third parties.

Sharing your information

We may share your data with trusted third-party service providers who help us deliver our services, such as:

- Payment processors (e.g. Stripe, PayPal)
- Course platforms or learning management systems
- Email communication tools (e.g. Mailchimp)
- IT and website support providers

All third parties are contractually obligated to protect your data and use it only for the purpose specified.



Cookies and Tracking

We use cookies and similar technologies to:

- Remember your login or preferences
- Track usage of our website for analytics
- Improve the user experience

You can control cookie preferences through your browser settings. See our Cookie Policy for more details.

Data Retention

We retain your data only for as long as necessary for the purposes set out in this policy, or as required by law e.g. we are required for accounting purposes to keep your basic personal data (name, address, contact details) for a minimum of 7 years.

Former students often ask us for references for jobs, and we believe it is in the students' best interest that we are able to offer as full a reference as possible. We therefore retain some information on students beyond 7 years, although you may request that we do not.

Likewise, the information we use for marketing purposes will be retained until you notify us that you no longer wish to receive this information (which you may do at any time). We also retain data for archiving and historical purposes in the public interest.

What are your rights?

Under the UK GDPR, you have rights including:

- Access to your personal data
- Correction of incorrect or incomplete data
- Deletion of your data ("right to be forgotten")
- Objection to or restriction of processing
- Portability of your data
- Withdrawal of consent (where applicable)

To exercise any of these rights, contact us at: **enquiries@proctrust.org.uk**

If you wish to raise a complaint on how we have handled your personal data, you can contact us and we will investigate the matter.



If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Data Security

All the personal data we process is processed by our staff in the UK, although for the purposes of IT hosting and maintenance this information may be located on servers within the European Union. No third parties have access to your personal data unless the law allows them to do so.

We take appropriate technical and organisational measures to protect your personal data from unauthorized access, alteration, disclosure, or destruction.