**WEBSITE PRIVACY POLICY**

**Introduction**

The Manchester Wesley Research Centre (“MWRC”) takes your privacy seriously, and your rights are protected by The Data Protection Act 2018 and UK General Data Protection Regulations (GDPR).

This policy explains what types of personal information will be gathered when you visit the MWRC website (<http://www.mwrc.ac.uk/>) and how this information will be used.

**What information is collected?**

Some web pages will ask for limited personal information so that MWRC can respond to a request from you. MWRC may store this information manually or electronically and it will be kept for as long as is necessary to fulfil the service provision. By supplying this information you are giving consent to MWRC to store and use this information for the purposes for which it was provided. Any transmission of information is at your own risk. Once MWRC has received your information, we will use strict procedures and security features to prevent unauthorised access.

The MWRC website also automatically collects information about the name or network address of the computer making the request. This information is used for system administration, for bug tracking, and for producing usage statistics.

There is a separate cookie policy which details which cookies MWRC uses and how to disable them.

**How is this information used?**

All personal information collected by MWRC is stored and processed in accordance with current Data Protection legislation.

The personal information you give to MWRC will only be used for the purposes stated when the information is requested. MWRC will only share your details within the charity (the Nazarene Theological College) for the purpose of providing our educational services to you. MWRC will not share your details with any third parties unless MWRC has your explicit consent.

For a general overview of the purposes for which MWRC via the Nazarene Theological College processes personal data, please see its entry on the public Register of Data Controllers, available on the Information Commissioner’s website at: <https://ico.org.uk/ESDWebPages/Entry/Z4601155>

**How is this information stored?**

Information sent to MWRC via the MWRC website will normally be stored on Nazarene Theological College’s secure servers, but may also be kept securely in paper format. MWRC does work with third party contractors, some of whom host and operate certain features of the website.

The data that MWRC collects may be collected in or transferred to a destination outside the United Kingdom (“UK”). By submitting your personal information, you agree to this transfer, storing or processing. Countries outside the UK do not always have strong data protection laws, however, MWRC will take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with this Privacy Policy.

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The personal information may also be processed by MWRC staff operating outside the UK.

**When will personal information be disclosed by MWRC?**

MWRC may disclose your personal information to third parties if MWRC has a duty to disclose or share such information in order to comply with any legal obligation.

**How long will personal information be kept by MWRC?**

MWRC will keep your information for as long as is necessary for it to fulfil the purposes that are described in this policy. The MWRC Data Retention Statement, explains the length of time the Nazarene Theological College, as the Data Controller, will store your personal data.

Because the Nazarene Theological College IT systems are maintained to protect from accidental or malicious loss and destruction, residual copies of your personal information may not be removed from Nazarene Theological College’s backup systems for a limited period of time.

**What if personal information is incorrect?**

Should the information MWRC holds about you be incorrect, you can change and update your personal information and you can have your information corrected by contacting MWRC at mwrc@nazarene.ac.uk

**What about access to personal information?**

You have the right to have access to the personal information which MWRC holds about you by emailing [dataprotection@nazarene.ac.uk](mailto:dataprotection@nazarene.ac.uk) Where requested, Nazarene Theological College will provide you with a readable copy of the personal information which we hold about you but, for confidentiality purposes, Nazarene Theological College will require proof of your identity before supplying you with this information.

For any queries about the Privacy Policy, or data protection generally, please contact [dataprotection@nazarene.ac.uk](mailto:dataprotection@nazarene.ac.uk)

If you are concerned about how your information is used, please contact Nazarene Theological College at FAO Data Protection, Nazarene Theological College, Dene Road, Didsbury, Manchester M20 2GU, England, UK. Alternatively you have a right to complain to the Information Commissioner's Office.

Registered Office

Manchester Wesley Research Centre

Dene Road

Didsbury

Manchester M20 2GU

England.

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