



Privacy Policy

The privacy policy below (the "Policy") sets out how NICMA uses and protects any Personal Information that you give us when you use any of our products and services:

"Personal information" is any information which refers to you personally such as your name, e-mail address, and/or postal address. Please read this Policy before submitting any of your Personal Information to us. NICMA is committed to ensuring that your privacy is

protected. Should we ask you to provide any Personal Information when using the services, then you can be assured that it will only be used in accordance with this Policy.

NICMA may change this Policy from time to time. NICMA will notify you by posting a notice on its website. If the policy changes in a material way, we will also notify you via NICMA's usual communication channels e.g., email. You should also check this page from time to time, to ensure that you are happy with any changes and each time before you submit your personal information.

What we collect:

You may browse our website without telling us who you are or revealing any Personal Information.

You provide us with Personal Information when using our services, for example if you become a NICMA member, register for a service, order a product from our shop, book a training course, workshop or event, request information from us, respond to a policy or research consultation, or ask for updates on jobs at NICMA.

When you do so you may be asked for personal information to help NICMA process your request, such as:

- Name
- Contact information including email address

- Demographic information a postcode

Other information relevant to customer surveys, offers or relevant to the service you have requested.

Please note we do not store credit card details, nor do we share customer details with any third parties.

What we do with personal information:

We require this personal information to understand your needs, process requests and provide you with a better service, and in particular to:

- send you important notices such as communications about your membership, purchases, changes to our terms and conditions
- support internal record keeping and data processing; provide you with subscription services, such as newsletters;
- provide your personal data to our partner brokers and insurers to facilitate your insurance;
- develop new products and services or improve existing ones; or process purchases from our online store.

As stated within the new General Data Protection Regulations, NICMA must have a legal basis for processing your personal data, As someone who uses one of our services (including purchasing products from our store) we are fulfilling a contract and it is necessary for us to process your data in order to do so.

We also have Legitimate Interests in keeping Childminders and Parents informed.

We may share your information with external training providers or funders where required to deliver training or monitor outcomes. The data shared is limited to what is necessary.

We will share information with Trusts for Registration or Approval purposes.

We may monitor or record telephone calls and/or emails for security reasons and to improve the quality of our service for you.

NICMA will retain your Personal Information for the period necessary to fulfil the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law. For example, personal information provided for the purpose of transacting your membership will be retained for our insurer's required period (60 years) so they can support NICMA with any future liability or claim on that insurance policy.

NICMA Members agree to receive information about their membership by email, text,

mail, messaging apps, and phone.

We will only contact you if we have explicit consent to do so and we offer an "unsubscribe" and "opt out" option.

We will send information to you by telephone, email, text, messaging apps, or post. For any information about how we use your data or to request any information you can do so by emailing us at info@nicma.org or by writing to us at Membership Services, NICMA, 116-118 Holywood Road, Belfast BT4 1NU.

Disclosure to Third Parties:

As a matter of principle, we will not sell, distribute, or lease your personal information to third parties unless we have your permission or are required by law to do so.

Security:

We are committed to ensuring that your Personal Information is secure. Whilst we will make all reasonable efforts to maintain security of your Personal Information, we assume no responsibility for the security of such information. Our website may contain links to other websites. However, once you have used these links to leave our site, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this Policy.

Controlling your personal information:

Please note that if you are a member but you ask us not to send your information; you will not receive regular news updates. This includes (but is not limited to) valuable information on childcare issues or be notified of member benefits to which you may be entitled.

Requesting Details of your personal information:

You may request details of Personal Information which we hold about you under the Data Protection Act 1998. If you believe that any information we are holding on you is incorrect or incomplete, please write or email us as soon as possible. We will use all reasonable efforts to supply, correct, or delete personal information about you on our files.