



Privacy Policy

This policy details how we will use and store your information. The reference of 'We' in this policy refers to WJEC CBAC Ltd.

Information Collected

WJEC CBAC Ltd is the sole owner of the information collected on this site. We may collect information such as your name, contact details (postal address, telephone number and email address), job title, qualifications and products of interest, data about the pages you visit on our website as well as billing and credit card information for e-commerce.

We collect personal information you provide during email registration. If you email us, we will use this information to reply to you. Information is also collected by us when you visit and interact with our website. We use cookies to collect personal information and your continued use of the website indicates that you are happy to accept WJEC's cookies. To learn more, please visit our [Cookies](#) page.

We automatically receive information from your computer such as your I.P address, internet browser and device used to access the website. This information is used to monitor traffic, improve the content and the way in which it is displayed to you.

We may use your personal information to send you targeted emails about our products and services, and use insights from this data to improve the products and services that we offer.

Contact and Communication

We will use information which you have chosen to provide to send you email communications and to respond to enquiries which you have submitted to employees. WJEC CBAC Ltd will not send you email communications if you have opted out of receiving them. Any emails which you receive will include a link to 'update your preferences' at the end of each email where you can alter the type of communications you receive from us or unsubscribe completely. Alternatively, you

can email Marketing&Communications@wjec.co.uk to remove your details from our mailing lists. Examination Officers are obliged to provide us with contact details for centre registration.

Sharing Personal Information

We will never sell your personal information. We may share your personal information to third party websites such as Google Analytics and third parties such as your employer, centre, internet provider or law enforcement. We may also share your personal information such as contact details with other centres with your given consent.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

We may add to your personal data any information we obtain from third parties that are allowed to share your data with us. This may include data from our examination centres, schools and colleges, search data providers or public sources. In each case we will do only what is allowed by relevant laws.

We may share non-personally identifiable information about the use of our websites or products publicly or with third parties, however, this will not include data that can be used to identify you

Data Protection

We have appropriate safeguards and security measures in place to protect your data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We keep your data confidential within a secure infrastructure protected by multiple firewalls and we are committed to keeping the security of these systems as up-to-date and as secure as possible.

We also limit access to your personal data to those employees, appointees, contractors and other third parties who have a business need to know it. They will only be permitted to process your data on our instructions and will always be subject

to confidentiality agreements.

ire any third party who is contracted to process your personal data on our behalf to have security measures in place to protect your data and to treat such data in accordance with the law.

Policy Updates

WJEC CBAC Ltd reserves the right to update this policy at any time and the most recent version of this policy will be hosted on this website.

Contact Us

If you have any questions about our privacy policy and data protection procedures, please contact us by emailing info@wjec.co.uk.