



Privacy and cookies policy

This website, www.iwcf-forum.org (the "Site") is provided by IWCF OPERATIONS LIMITED, incorporated under the companies Acts with registered number SC568731 and having its registered office at Inchbraoch House, South Quay, Montrose, Angus DD10 9UA ("IWCF", "we", "us" or "our").

IWCF OPERATIONS LIMITED is a subsidiary of the International Well Control Forum who is a Scottish Charitable Incorporated Organisation incorporated under the Charities and Trustee Investment (Scotland) Act 2005 (Scottish charity number SC045842) and having its principal office at Inchbraoch House, South Quay, Montrose, Angus DD10 9UA.

We are committed to preserving your privacy and will use information you provide us in accordance with the Data Protection Laws. For the purposes of this Privacy and Cookies Policy, "**Data Protection Laws**" shall mean the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "**UK GDPR**") and the Data Protection Act 2018 and any other laws, regulations and provisions relating to the processing of personal data applicable in the United Kingdom. References to "Data Subjects", "Personal Data Breach", "Personal Data", "Process", "Processing" and "Processed" have the meanings set out in, and will be interpreted in accordance with, such Data Protection Laws.

We are the data controller of all personal information which is provided to us.

Please read the following Privacy and Cookies Policy to understand how we use and protect the information that you provide to us. By clicking "I Accept", you acknowledge that you have read and understood all such terms.

How we collect information from you and what information that we collect from you

We may collect information about in the following ways:

- if you register an account with us;
- from your usage of the Site and any other information you post on the Site, e-mail, or otherwise send to us;
- if your employer or Training Centre register an account with us on your behalf or otherwise provide us with your personal details.

We may collect and process the following information about you:

- your name, contact details, e-mail address, passport details, telephone number;
- any other information you post on the Site, e-mail, or otherwise send to us; and
- technical information including your IP address, login information, browser type and clicks on our website from your use of our website (for further information see our section on cookies below).

Use of your information

We collect and process the information held about you: (i) to perform the contract to which you are party to with us <https://www.iwcf-forum.org/Terms.aspx>; (ii) when we are required to comply with a legal obligation; and/or (iii) if the processing is for our legitimate interests or those of a third party, as noted below.

We process your information:

- to enable us to supply you with the services (such as course content and materials) and information which you have requested;



- to analyse the information, we collect so that we can administer, support, and improve and develop the services we offer;
- to contact you in order to send you details of related information which may be of interest to you;
- to provide you with access to certain parts of our Site;
- for all other purposes consistent with the proper performance of our operations and business; and
- to contact you for your views on our products and services.

We will only use your information for the purposes for which we collected it as detailed above, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. Specific information collected about you may be subject to other uses which will be communicated to you separately, such as via the completion of the Candidate Information Form.

Retention of information

We will hold your information for as long as is necessary in relation to the purposes for which we collected the data. To determine the appropriate retention period, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure of personal data, the purposes for which we processed the personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Disclosure of your information

The information you provide to us will be treated as confidential. However, we may disclose your information to other third parties who act for us for the purposes set out in the policy (such as affiliated training centres) or for purposes approved by you.

In addition, if we enter into a joint venture with or sold to or merged with another entity, your information may be disclosed to our new partners or owners.

Unless required to do so by law, we will not otherwise share, sell, or distribute any of the information you provide to us without your consent.

Sharing your data and transfers outside the UK

We may, at times, require to share your information with third parties for the purposes as detailed above, including suppliers of services to IWCF and relevant Training Centres. At all times we will do so in accordance with Data Protection Laws. Given that IWCF provides services globally, such third parties, particularly Training Centres, may be located outside the UK.

Cookies

A "cookie" is a small text file that attaches to the hard drive of your computer and remembers information about the configuration of your computer.

We use this information to track your movements through our Site, to find out how it is being used and to assess its usefulness. Limited personal information about you may be collected during the tracking process.

You can disable the cookies that we attach if your browser supports this. For further information on how to do this, please refer to <http://www.allaboutcookies.org>. However, you should bear in mind that if you exercise this option, you may be unable to use some of our online services.



Some third-party services on our Site may also set cookies if you specifically allow this.

Cookies collect anonymous information about how visitors use our site, which is then used to help improve the site. The information collected includes the number of site visitors, where visitors come to the site from and the pages they visited.

Google analytics

Google Analytics is a reporting tool for websites which allows us to view anonymous information about how our website is used, and how visitors get to our website. Google Analytics uses cookies to define user sessions, as well as to provide a number of key features in the Google Analytics reports. Google Analytics cookies do not collect personal data about our visitors. More technical information about Google Analytics cookie usage can be found at

<https://developers.google.com/analytics/resources/concepts/gaConceptsCookies>.

Google's privacy policy is available at <http://www.google.com/privacypolicy.html>.

Use of third-party websites

Because we want your experience of our Site to be as informative and useful as possible, we may provide links to websites operated by third parties ("**Third Party Websites**"). Please be aware that we do not control such Third-Party Websites and that such Third-Party Websites may send their own cookies to users, or otherwise collect data or solicit personal information. We assume no responsibility for the information gathering practices of Third-Party Websites that you are able to access through our Site, and we encourage you to review each Third-Party Website's privacy policy before disclosing any personally identifiable information.

Security

We employ security measures to protect your information from access by unauthorised persons and against accidental or unlawful processing, loss, alteration, destruction, disclosure, or damage.

Please help us keep our records updated by informing us of any changes to your e-mail address and other contact details.

Changes to our privacy policy

We may amend this policy from time to time. If we make any substantial changes, we will notify you by posting a prominent notice on our Site.

Your right

Under certain circumstances, in accordance with Data Protection Laws, you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it;
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected;
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below);



- Object to the processing of your personal information where we are relying on a legitimate interest (or a legitimate interest of a third party) and there is something about your particular situation which makes you want to object to processing on this ground;
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it; and
- Request the transfer of your personal information to another party.

If you want to access, verify, correct, or request erasure of your personal information, object to the processing of your personal information, or request that we transfer a copy of your personal information to another party, please contact forum.help@iwcf.org.

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information.

Contact us

To contact us with any questions relating to these terms of use or our privacy practices generally, please e-mail forum.help@iwcf.org.