

Privacy Policy

naotp.com Privacy Policy

Effective Date: 25th May, 2018

Welcome to Naotp.com's Privacy Policy!

Naotp.com cares deeply about the privacy of its visitors and users, and is fully committed to protect their personal information and use it properly in compliance with data privacy laws. This policy describes how we may collect and use personal information, and the rights and choices available to our visitors and users regarding such information.

We strongly urge you to read this policy and make sure you fully understand it, before you access or use any of our services.

What type of information do we collect?

We may receive, collect and store any information you enter on our website or provide us in any other way. In addition, we may collect the Internet protocol (IP) address used to connect your computer to the Internet; login; e-mail address; computer and connection information and purchase history. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also may collect personally identifiable information (including name, email, address, password, communications); payment details (including credit card information), comments, feedback, reviews, recommendations, and personal profile.

How do we collect information?

When you conduct a transaction or contact us via our website, or Sign Up to the website, as part of the process we collect personal information you give us such as your name, address and email address. Your personal information will be used for the specific reasons stated in this document only.

Why do we collect personal information?

We collect Non-personal and Personal Information for the following purposes:

To effectively provide and operate the Services of the NAOTP;

To provide our Users with ongoing customer assistance and technical support;

To be able to contact our Visitors and Users with general or personalised service-related notices and promotional messages;

To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we may use to provide and improve our services;

To comply with any applicable laws and regulations.

How do we store, use, share and disclose site visitors' personal information?

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to provide and sell our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.

Generally we only use your information within the NAOTP. There are some occasions when we need to share personal information about you and / or your child with third parties. These are:

We may on occasion use your personal information for the purposes of recovery of overdue fees.

In case of an emergency, we may need to share with the emergency services details of you or your child.

In case we have reason to follow Safeguarding procedures.

Where permitted by local data protection laws, NAOTP may disclose or otherwise allow others access to your Personal Information pursuant to a legal request, such as a subpoena, legal proceedings, search warrant or court order, or in compliance with applicable laws, if we have good faith to belief that the law requires us to do so, with or without notice to you.

To contact you when we want to inform you about NAOTP events or training.

How do we communicate with our site visitors?

We may contact you to notify you regarding your membership, to troubleshoot problems with your membership or accessing the website, to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, to send updates about our company, events or promotions, or as otherwise necessary to contact you to enforce our Terms and Conditions, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, website chat, telephone, text messages, and postal mail.

How do we use cookies and other tracking tools?

Cookies are small pieces of data stored on a visitor's browser, usually used to keep track of their movements and actions on a site.

Cookies are implemented on the naotp.com website. Take a look at the table below to view which cookies are implemented on our site:

Cookie	Life Span	Purpose
svSession	Permanent	Creates activities and BI
hs	Session	Security
incap_ses_\${Proxy-ID}_\${Site-ID}	Session	Security
incap_visid_\${Proxy-ID}_\${Site-ID}	Session	Security
nibi_{ID}	Persistent cookie	Security
XSRF-TOKEN	Persistent cookie	Security
smSession	Two weeks	Identify logged in site members

Google and Google Analytics collect data using:

The HTTP request of the user

Browser/system information

First-party cookies

The HTTP request for any web page contains details about the browser and the computer making the request, such as the hostname, the browser type, referrer, and language. In addition, the DOM of most browsers provides access to more detailed browser and system information, such as Java and Flash support and screen resolution. Analytics uses this information in constructing reports that the NAOTP monitor to help us better our services and website.

How can site visitors' withdraw consent?

You can amend the personal details we hold for you on the Update My Profile page on the website or by contacting us by telephone.

If you don't want us to process your data anymore or you would like us to delete the information we hold, please contact us by telephone on 01453 519000 or send us mail to NAOTP, The Priory, Long Street, Dursley, Gloucestershire, GL11 4HR

Privacy policy updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make

material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

Questions and contact information

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us by telephone on 01453 519000 or send us mail to NAOTP, The Priory, Long Street, Dursley, Gloucestershire, GL11 4HR.