



# Privacy Policy

UK ANIMAL  
CARE  
TECHNICIANS

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## Table of Updates

Date	Updated By	Changes Made
20/11/25	DSF	Document Created
20/12/25	DSF	Document updated to represent changes to council positions

## Introduction

UK Animal Care Technicians (UKACT) is a professional membership association for those working in education facilities running animal care related courses.

The association is overseen by a group of dedicated volunteer council members, all working toward the common goal of offering our members opportunities for continuous professional development (CPD), access to best practice guidance, and a platform for networking. These endeavours collectively empower our members to ensure the highest standards of welfare for the animals in their care and to deliver an exceptional educational experience to their students.

To be able to meet our Vision and Objectives we will, from time-to-time, process and store personal data from both members and non-members of the association.

UKACT is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, and keep your information safe.

## Who we are:

Name:

United Kingdom Animal Care Technicians (UKACT)

Contact Email: [info@UKACT.org](mailto:info@UKACT.org)

## Council Members:

Executive Council Members:

Chair- Joe Cooke

Vice-Chair- Vicky Weston

Treasurer – Helen Poyser

Secretary – Dean Sharman Frost

Council Members:

Grants Officer – Jessie Ingleson

CPD Officer – Sophie Dixon

Marketing and Engagement Officer – Helen Pearson

Guidelines Officer – Lisa Langston

## Information collection and storing

### What Information do we collect?

We may collect the following types of information:

*Personal Data:* Name, email address, contact details, job role, and employer.

*Membership Information:* Payment details, membership status, and CPD activities.

*Event Registration Data:* Dietary preferences, accommodation needs, and session selections.

*Technical Data:* IP address, browser type, and cookies when you visit our website.

### How do we collect this information?

Much of your private information is provided to us by you when you interact with UKACT. This could be via your membership application, when you purchase tickets to a CPD event, or when you voluntarily provide details regarding your role or college collection, for the purposes of networking with other members of the association.

On occasions UKACT may actively seek additional personal data for the purposes of industry research. On these occasions, clear details will be provided as to why UKACT is conducting this research, the process of data collection, and how the data will be handled. Data collection for research purposes will be anonymized, unless otherwise stated.

### What do we use this information for?

- Provide and manage your UKACT membership
- Organise and administer training, conferences, and CPD opportunities
- Send relevant updates and communications
- Improve our services and website
- Contribute to industry relevant research
- With your permission your details may be added to the 'college directory' held on the members area of the UKACT website.

### Protecting your information

UKACT values the need to keep your personal information safe, and we have processes in place to ensure that any information held is only accessible to those individuals from the council with a justifiable need. All personal information is kept in a secure online folder (OneDrive) with limited access to only the UKACT Council. Any information provided by you via the UKACT website, membership applications, and/or event ticket information is held by our website host WIX, only members of the council can access this information. WIX Privacy Policy can be accessed here: <https://www.wix.com/about/privacy>

### *Information Sharing?*

UKACT does not share your personal information without a justifiable need or potential benefit to you. If justifiable UKACT may share the following information:

- Membership details with third party sponsors to provide the discounts advertised as part of your membership.
- Email address with third party sponsors to provide advertising of their products (If you have given permission for this)
- Personal details with police or the local authority if requested due to criminal activity.
- Personal details and preferences with third party event organisers for CPD events which you will be attending.

## Your rights

Under UK GDPR rules, you have the right to request the following actions in reference to the information we hold. To request the below please contact UKACT via [info@UKACT.org](mailto:info@UKACT.org) and we will respond within 30 days. You are not required to pay any charge for exercising your rights.

### *Information access*

You have the right to access and ask for copies of all the information we hold about you.

### *Information correction*

You have the right to ask us to correct any information you think is inaccurate, or to complete any information you feel is incomplete.

### *Information erasure*

In some circumstances, you have the right to ask us to erase your personal information.

### *Restriction of processing*

You have the right to ask us to restrict the processing of your personal information.

### *Data Portability*

You have the right to ask us to transfer the personal information we hold to another organisation, or to you, in certain circumstances.

## Policy Updates

The UKACT Privacy Policy will be reviewed every two years and updated as necessary. Any updates will be communicated with the membership and listed within the document.

## Council Agreement and Training

The above policy sets out the way in which the council will ensure that your personal data is kept safe and processed correctly. The council will be trained on the privacy policy and will sign an agreement to follow the privacy policy.

## Contact Us

For further information, to make a request, or to file a complaint please contact us via [info@UKACT.org](mailto:info@UKACT.org)