

# AsTrack Privacy Policy

This privacy policy sets out how BCDS uses and protects any information that you give BCDS when you use AsTrack.

BCDS is committed to ensuring that your privacy is protected. Should we obtain any information by which you can be identified when using AsTrack, then you can be assured that it will only be used in accordance with this privacy statement.

This policy is effective from 1st June 2014.

## What we store

BCDS does not collect any information through AsTrack. All information is entered into the AsTrack database by the system administrator at your employer who then grants you access to the AsTrack system. BCDS stores the information so entered in the AsTrack database. This information may include:

- Name
- Email address
- Phone number

## What we do with the information we store

The information entered by your employer is to enable access to the AsTrack system and to allow communication with you via Email and Phone.

BCDS does not use the information entered in any way. We do not use the information ourselves nor do we sell or otherwise transmit this information to anybody else.

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## Controlling your personal information

Any concerns of issues regarding the data stored in AsTrack should be addressed to your employer who creates and maintains the data. BCDS will not sell, distribute or lease your personal information to third parties unless we are required by law.

Any requests for details of the information held or for corrections should also be addressed to your employer via the person who granted you access to AsTrack.