



## Privacy Notice

CCAB collects relatively little personal data but we believe that the information collected should be kept secure and that our procedures respect the privacy of individuals.

### What information do we collect?

We will collect your name and email address if you want us to contact you in this way and you can subscribe to our mailing list by emailing [admin@ccab.org.uk](mailto:admin@ccab.org.uk) with the word *Subscribe* in the subject heading or body of the text. Equally, you may unsubscribe at any time by emailing the word *Unsubscribe* in the same way to the same address, namely [admin@ccab.org.uk](mailto:admin@ccab.org.uk).

When you book an event through our website, we will collect your name, e-mail address, company name and job title. You can opt into our mailing list at the time of booking or by signing a consent form on attendance at any event.

Our mailing list is kept secure and is password protected.

We do not collect any financial information on our website.

We do not send conventional postal mailings so do not collect or retain postal addresses on our website or mailing list.

### Who will have access to the information?

Our web-site is hosted by a third party who, by necessity, will have access to personal information collected through the web-site; this third party does not have access to our mailing list. Other than this, we will not share information with any other third party organisation without your consent, unless it is necessary to comply with a legal requirement.

We occasionally work with external organisations to carry out market research about the accountancy profession on our behalf. With your consent, we may share your email address with these organisations so that they can contact you directly and carry out this research independently from CCAB. We only use organisations that adhere to the Market Research Society code of practice.

We may give anonymous usage statistics to other organisations, but these will not include information about domain names or IP addresses.

### Technical information

Like most websites, our server gathers limited information about you during a session, including the IP address and domain name from which you are accessing the server. We do not give any of the log files content to any third parties.

Consultative Committee of Accountancy Bodies  
ICAEW | ACCA | CIPFA | ICAS |  
Chartered Accountants Ireland

tel: 020 7920 8100  
fax: 020 7920 8783  
email: [admin@ccab.org.uk](mailto:admin@ccab.org.uk)  
web: [www.ccab.org.uk](http://www.ccab.org.uk)

PO Box 433  
Chartered Accountants' Hall  
Moorgate Place  
London EC2P 2BJ

## Use of cookies

We do not use cookies on the publicly facing pages of our website.

## Other websites

Our website and emails may contain links to other websites. We are not responsible for the content or practices of these other sites and we recommend that you check their own privacy policies.

## Data protection

This privacy statement forms part of our commitment to the principles of the Data Protection Act 1998 and Regulation (EU) 2016/679 (the *General Data Protection Regulation* or *Data Protection Legislation*), as amended by the UK Data Protection Bill and/or relevant Acts of Parliament.

Although CCAB Ltd (Company Number: 1864508) and its website are organised independently, the company is a subsidiary of The Institute of Chartered Accountants in England and Wales (ICAEW) and, as such, CCAB is subject to ICAEW's data protection policy which can be access [here](#).

## Contact us

If you have any questions or concerns about this policy or the way we operate it, please contact, in the first instance, the CCAB Manager, preferably by e-mail to [admin@ccab.org.uk](mailto:admin@ccab.org.uk). You may also write to The Manager, CCAB Ltd, PO Box 433, Moorgate Place, London EC2P 2BJ (and the telephone number is: +44 (0)20 7920 8494)

You may also contact ICAEW's Data Protection Officer, ICAEW, Metropolitan House, 321 Avebury Boulevard, Milton Keynes, MK9 2FZ; email: [data.protection@icaew.com](mailto:data.protection@icaew.com); tel: +44 (0)1908 248 250.

You have a right to request a copy of the personal information we hold about you and to amend or update any inaccuracies and are advised to use the same contacts with such requests.

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