

Who we are and how you can contact us

The Intermediate Certificate in Classical Greek (ICCG) may be reached by email at intermediategreekcert@gmail.com Please note this email is not checked every day, but is checked regularly. A follow up phone call is always possible if an email cannot answer all questions.

Legitimate interest statement

The ICCG runs an examination for all learners of Classical Greek. We hold personal data of teachers and learners of Classical Greek because we feel it is of legitimate interest to be able to stay in touch with you so that:

- Teachers and independent learners can ask us questions
- We can send relevant information out to all interested parties
- We can process examination entries, papers, results and certificates

Our aim is to provide timely and accurate information to you in connection with the ICCG qualification or to inform you of opportunities in which you may be interested.

Source of our data

The ICCG does not purchase databases for any educational institution or individual.

Information is supplied by the people who have signed up for our mailing list, have requested we add them to our mailing list and/or have entered students for the ICCG examination.

What data we collect

Teachers/Tutors:

- Name, email address, place of work (including postal address), on occasion phone numbers.

Students:

- Name, school/educational institution name, possible other data: age/school year/date of birth, gender.

How we are using personal data

Teachers/Tutors:

- To communicate information concerning the ICCG examination, resources, training meetings and materials.
- To ensure exam entries are correct and that the correct papers, results and certificates are sent to the correct places.
- To communicate any issues, changes or other important, relevant information to do with the ICCG.

Students:

- To cross-check and ensure exam entries are correct and to ensure students get the correct papers, results and certificates.
- For our own records and reports to show breakdowns of type of school, age, gender etc. All information in these reports is anonymised.

We use this information solely for our purposes and do not sell or share it with others. We do not retain banking details in our system.

We hold email addresses of our supporters on Mailchimp and our website and system to send e-newsletters and occasionally publicise news about other Classical activities of interest. We ask permission before adding subscribers' details, and Mailchimp allows recipients to unsubscribe at any time.

We share your data only with you, on request.

Who has access

The members of the ICCG working party can access teacher/tutor names and email addresses through our secure system. The examination entries - with student information can be accessed by a small group of the working party through password-protected secure channels.

Members of the ICCG working party:

Secretary - Claire Le Hur, Website designer - Eliot Maunder, Chair - Chris Burnand + Cathy Bothwell, Henry Cullen, John Taylor, David Langslow, Stuart Macaulay, Julian Spencer (treasurer), Hilary Hodgson (CfA), Sharon Marshall (CA)

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