



## **PRIVACY POLICY**

At Southport College we are dedicated to safeguarding and preserving your privacy when visiting our site or communicating electronically with us.

This Privacy Policy provides an explanation as to what happens to any Personal Data that you provide to us, or that we collect from you. Personal Data means data which relate to a living individual who can be identified: a) from those data, or b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller, and includes any expression of opinion about the individual of the data controller or any other person in respect of the individual.

We do update this Policy from time to time so please do review this Policy regularly.

For the purpose of the Data Protection Act 1998 our data controller is Brian Mitchell.

### **Information We Collect**

Generally you are free to browse the Southport College Website without submitting any personal information unless you wish to enrol onto a course or otherwise agree to submit such information.

### **Use of Cookies**

On occasion, we may gather information about your computer for our services and to provide statistical information regarding the use of our website to our advertisers.

Such information will not identify you personally but rather such information constitutes statistical data about our visitors and their use of our site. This statistical data does not identify any Personal Data whatsoever.

Similarly to the above, we may gather information about your general internet use by using a cookie file. Where used, these cookies are downloaded to your computer automatically. This cookie file is stored on the hard drive of your computer as cookies contain information that is transferred to your computer's hard drive. They help us to improve our website and the service that we provide to you.

All computers have the ability to decline cookies. This can be done by activating the setting on your browser which enables you to decline the cookies. Please note that should you choose to decline cookies, you may be unable to access particular parts of our website.

## **Use of Your Information**

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition, we may use the information for the following purposes:

- i. To provide you with information requested from us, relating to our services. To provide information on other services which we feel may be of interest to you, where you have consented to receive such information.
- ii. To meet our contractual commitments to you.
- iii. To notify you about any changes to our website, such as improvements or service changes, that may affect our service.

If you are an existing user of our services we may contact you with information about services similar to those which you have previously used.

Any information you provide will be held securely and in accordance with the Data Protection Act 1998. Your personal data will not normally be disclosed to third parties. In some circumstances however we may need to disclose your Personal Data to a third party so that they can provide a service you have requested, or fulfil a request for information. Any information about you that we pass to a third party will be held securely by that party, in accordance with the Data Protection Act 1998, and used only to provide the services or information you have requested.

If you are a new customer, we will only contact you or allow third parties to contact you only when you have provided consent and only by those means you provided consent for.

## **Storing Your Personal Data**

Data that is provided to us is stored on our secure servers. Details relating to any transactions entered into on our site will be encrypted to ensure its safety.

The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk. Where we have given you (or where you have chosen) a password so that you can access certain parts of our site, you are responsible for keeping this password confidential,

## **Third Party Links**

You might find links to websites hosted and or operated by third parties on our website. These websites should have their own privacy policies which you are obliged to check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.