

## Website Privacy Policy

The webmaster is committed to safeguarding the privacy of website visitors; this policy sets out how your personal information will be treated.

Links to this policy appear on the *Home* and *Contact* pages of this website.

### **(1) This privacy policy**

This privacy policy was made using an SEQ Legal privacy policy template created for <http://www.employmentlawcontracts.co.uk>. The template can be found at: <http://www.website-law.co.uk/privacypolicy.html>.

### **(2) What information is collected?**

The following kinds of personal information may be collected, stored and used:

- (a) information about your computer and about your visits to and use of this website (including your IP address, ISP, geographical location, browser type and version, operating system, referral source, length of visit, page views, and website navigation);
- (b) information relating to any transactions carried out in relation to this website, including information relating to any purchases that you make;
- (c) information that you choose to send via website contact forms, via email, via Windows Live Messenger, or via Skype – this includes your name and your email address;
- (d) any other information that you choose to provide.

Please bear in mind that, should you choose to make contact via Windows Live Messenger and/or Skype, this will reveal your Skype user name and/or Windows Live ID.

### **(3) Cookies**

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

Both “session” cookies and “persistent” cookies may be used on this website. Session cookies are used to keep track of you whilst you navigate this website, and persistent cookies are used to enable this website to recognise you when you visit.

Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies. For example, in Internet Explorer you can refuse all cookies by clicking “Tools”, “Internet Options”, “Privacy”, and selecting “Block all cookies” using the sliding selector. Blocking all cookies will have no effect whatsoever upon the functionality of this website.

#### **(4) The use of this website by those under the age of 18**

The question/answer contact forms throughout this website are intended solely for use by the webmaster's pupils. There is a clear note to this effect at the base of every form, and also on the *Home* page of this website. Anyone else who wishes to get in touch is directed to the *Contact* pages, on which there is a clear link to this policy.

Nobody under the age of 18 should submit any information whatsoever via this website without the express permission of a parent/guardian, and there is a very clear note to this effect on the *Contact* pages of this website. Furthermore, any contact information used (for example email address, Windows Live ID, Skype user name, etc.) must be that of the parent/guardian. If you are the parent/guardian of someone under the age of 18 who has submitted information via this website, you may request to review and have deleted any personal information that has been submitted. For more information, please contact the webmaster using the contact details in section 11 of this document.

#### **(5) Using your personal information**

Personal information submitted via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

Any personal information collected may be used to:

- (a) administer the website and record the financial transactions carried out thereon;
- (b) improve your browsing experience by personalizing the website;
- (c) enable your use of the services available on the website;
- (d) send to you goods purchased via the website, and supply to you any information that you have requested via the website;
- (e) send statements and invoices to you, and collect payments from you;
- (f) respond to messages submitted via the website;
- (g) deal with enquiries, complaints or concerns made by you or about you relating to the website.

This website's financial transactions are handled through the payment services provider "PayPal". You can review the PayPal privacy policy at [www.paypal.com](http://www.paypal.com). Information will be shared with PayPal only to the extent necessary for the purposes of processing payments you make via the website and dealing with complaints and queries relating to such payments.

#### **(6) Disclosures**

Your personal information will only be disclosed to others:

- (a) to the extent that this is required by law;
- (b) in connection with any legal proceedings or prospective legal proceedings;
- (c) in order to establish, exercise or defend the webmaster's legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk)

Furthermore, at the discretion of the webmaster, personal information may disclosed to others in order to deal with enquiries, complaints or concerns made by you or about you relating to this website and/or your use thereof.

Except as provided in this privacy policy, no personal information will be passed on to third parties.

## **(7) Security of your personal information**

Reasonable technical and organisational precautions will be taken to prevent the loss, misuse or alteration of your personal information.

Of course, data transmission over the internet is inherently insecure, and it is impossible to guarantee the security of any data sent in this way.

## **(8) Policy amendments**

This privacy policy may be updated from time-to-time; any new version will be posted on this website. You should check this page occasionally to ensure you are happy with any changes.

## **(9) Your rights**

You may request to see any personal information that is held about you. Provision of such information will be subject to:

- (a) the payment of a fee (currently fixed at £10.00); and
- (b) the supply of appropriate evidence of your identity (for example a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address).

Such personal information may be withheld to the extent permitted by law.

## **(10) Third party websites**

The *Contact* pages on this website include links that enable visitors to contact the webmaster via Windows Live Messenger and/or Skype. The website also contains links to other sites, and to iTunes. No responsibility is taken for the privacy policies or practices of Skype, Windows Live Messenger, iTunes, or third party websites.

## **(11) Contact**

If you have any questions about this privacy policy or about how your personal information is treated, please contact the webmaster by telephone (07967 584579), by email ([info@ce-rs.com](mailto:info@ce-rs.com)), or via one of the contact pages on this website.

Date: 24th December 2011

Policy to be reviewed on or before: 23<sup>rd</sup> December 2012