

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us

The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you. If you would like a copy of the information held on you please contact us.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect

Marketing

If you have given us permission to send your further information about the College and the study programmes we offer for marketing purposes. You can withdraw your consent to be contacted in this way at any time by emailing us.

We will not share your information with third parties for marketing purposes.

The legal basis on which we collect and use your personal information

Except in the circumstances highlighted above, we process this information on the basis of our legitimate interests.

How long we keep your personal information

Except in the circumstances highlighted above, the information is kept in accordance with our Retention Policy. In all cases we will only keep the information for as long as it is required for the

purpose that we are collecting it, as notified above. The policies referred to will be placed on our website shortly.

How we share your personal information

Except in the circumstances highlighted above, the information is not shared.

How we transfer your personal information outside Europe

We do not store or transfer your personal data identified in this notice outside Europe.

Automated decisions we take about you

We do not make automated decisions using this information.