

Privacy Policy

Revision History

| Version | Last revised | Next review date | Policy Owner | Notes |
|---------|--------------|------------------|--------------------|-------|
| 1.0 | January 2019 | | Corporate Services | |
| | | | | |
| | | | | |
| | | | | |

Preamble

This privacy policy governs the manner in which the City College collects, uses, maintains and discloses information collected from users (each, a “user”). This privacy policy applies to all services offered by City College (HND, degrees, IELTS, SI-UK, projects).

Personal identification information

City College will collect personal identification information from users in a variety of ways, including, but not limited to, visiting our website, responding to a survey, completing a form at marketing events, or enrolling onto a course/programme. Users may be asked for, as appropriate, name, email address, phone number. City College will collect personal identification information from users only if they voluntarily submit such information to us. Users can always refuse to supply personal identification information, except that it may make it difficult when enrolling onto a course or programme (i.e. certification, contacting for emergencies etc).

Seeking permission for testimonials, videos or photographs

City College will always seek a student’s permission in the case that the institution uses testimonials, videos or photographs in marketing mediums. This will be obtained by both verbal and written permission from the student. In the case of children or vulnerable adults parental consent must be given in addition.

Non-personal identification information in using our website

City College may collect non-personal identification information about users whenever they interact with our site. Non-personal identification information may include the browser name, the type of computer and technical information about users’ means of connection to the site, such as the operating system and the Internet service providers utilised and other similar information. The City College website may use “cookies” to enhance user experience. Users’ web browsers place cookies on their hard drives for record-keeping purposes and sometimes to track information about them. Users may choose to set their web browsers to refuse cookies, or to alert them when cookies are being sent. If they do so, note that some parts of the site may not function properly.

How does City College protect personal information?

City College adopts appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of users’ personal information, username, password, transaction information and data stored on CRM, website, The Student Campus or in paper format (secured in locked cabinets or by a safe).

Sharing users' personal information

City College does not sell, trade, or rent users' personal identification information to others. City College may share information to third parties such as the Ministry of Education and Higher Education in strict confidence. City College must be assured that the third party will pass this information onto businesses or misuse the data.

Third party websites

Users may find advertisements or other content on the SI-UK website site that link to the sites and services of its partners, suppliers, advertisers, sponsors, licensors or other third parties. City College does not control the content or links that appear on these sites and is not responsible for the practices employed by websites linked to or from its site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to the City College site, is subject to that website's own terms and policies.

Changes to this privacy policy

City College has the discretion to update this privacy policy at any time. Users acknowledge and agree that it is their responsibility to review this privacy policy periodically and become aware of modifications.