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We, Northbrook College, are committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting www.northbrook.ac.uk you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (DPA), the data controller is Northbrook College, Sussex of Littlehampton Road, Goring-by-Sea, Worthing, West Sussex, BN12 6NU.

INFORMATION WE COLLECT AND PROCESS

We may collect and process the following data about you:

Information you give us. You may give us information about you by filling in forms on our site www.northbrook.ac.uk (our site) or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register to use our site, enrol with us, or apply for job vacancies with us.

Information we collect about you. With regard to each of your visits to our site we may automatically collect the following information:

- technical information, including the Internet Protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page.

USES MADE OF THE INFORMATION

We use information held about you in the following ways:

Information you give to us. We will use this information:

- a) to carry out our obligations arising from any contracts entered into between you and us and to provide you with any information you request from us;
- b) to notify you about changes to our services (including courses); and
- c) to ensure that content from our site is presented in the most effective manner for you and for your computer.

Information we collect about you. We will use this information:

- a) to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- b) to improve our site to ensure that content is presented in the most effective manner for you and for your computer; and
- c) as part of our efforts to keep our site safe and secure.

DISCLOSURE OF YOUR INFORMATION

We do not share any of your personal information with third parties unless we have received your explicit permission to do so. We do not sell lists, or generate any third party revenue from the data collected from you on our site. Our site may, from time to time, contain links to third party websites. Please be aware that we cannot control and are not responsible for the information collection practices of such third party websites. We encourage you to review and understand the privacy policies on these websites before providing any information to them.

WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (EEA). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

ACCESS TO INFORMATION

The DPA gives you the right to access information held about you. Your right of access can be exercised in accordance with the DPA. If you wish to make an access request, we recommend that you complete our Subject Access Request Form (which can be accessed via the Forms Section of the College's Intranet or the Policies Section of its website) or, alternatively, send us a written request. When making a request, you will need to pay a fee of £10 to meet our costs in providing you with details of the information we hold about you. You may make payment by cheque or credit or debit card.

CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our Privacy Policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our Privacy Policy.

CONTACT

Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed to the Data Protection Officer, Northbrook College, Littlehampton Road, Goring-by-Sea, Worthing, West Sussex, BN12 6NU.