

PRIVACY POLICY

1. INTRODUCTION

The Weymouth English Centre is committed to protecting and respecting your privacy. We take the privacy of all of our clients and site users seriously and take great care to protect your personal information.

2. THE INFORMATION WE COLLECT

We collect personal information, voluntarily given by you when you send information via a brochure request form, booking form or other form which you might complete on our website or by other means.

Our server logs your IP address automatically in our server log files whenever you visit the site, along with the time(s) of your visit(s) and the page(s) that you visited. This is standard practice on the internet and is carried out automatically by many websites. The information is used to calculate site usage levels and to administer the site. The information is supplied anonymously.

We also use cookies to recognise users who have previously visited our websites, or who have arrived at our web sites from certain sources such as emails and web adverts. These cookies are used to assist us in providing a more tailored service to our customers, but they do not contain any personal information.

We will let you have a copy of all personal information that we hold about you should you request it. A small administration fee is charged for each request.

3. HOW WE USE THE INFORMATION WE COLLECT

The information is used to supply you with the services you have requested. For example we need to know about any allergies you may have to ensure that we place you with a suitable homestay host. We also need to ensure that we have important information which might be needed if, for example, you have an accident and/or need emergency treatment during a course with us.

The information we collect is used by Weymouth English Centre and its staff. Where necessary, relevant information is supplied to our accommodation agency as well as to your homestay hosts.

We will not sell any of the personal information you provide to third parties.

We will not pass on your personal information to any third parties not detailed in this policy except where required to do so by government agencies such as, but not only limited to, HM Revenue & Customs or the UK Border Agency.

4. SECURITY

We are committed to ensuring that all information is held securely and we have physical and electronic procedures in place to ensure this. However, no data transmission over the Internet can be guaranteed to be totally secure, so any information that you send to us is sent at your own risk.

5. CONTROLLING YOUR PERSONAL DATA

It is necessary for us to hold some data about our students in order to ensure their safety while on our courses. If you would like us to delete data that we hold about you, please contact us with your request: all data not required to be kept under law or government regulations will then be deleted.

If you believe that any information we are holding is incorrect or incomplete, please contact us and we will make any necessary corrections.

6. LINKS TO EXTERNAL WEBSITES

Our website contains links to external websites. We do not have any control over these websites and cannot be responsible for the security or privacy of any information you provide to such sites. Please refer to the privacy policies of any such sites that you may visit.

7. CHANGES TO THIS POLICY

Christopher Hills, Director and Designated Safeguarding Lead is responsible for preparing and maintaining this policy. It will be revised annually.

Any changes to this policy will be announced on our website and the up to date policy is always available on our website.

Last reviewed: January 2018

Next review due by: January 2019