



## **WEBSITE TERMS OF USE**

### **INTRODUCTION**

This Terms of Use statement describes how we process any personal information we collect from you or that you provide to us through the Dover College website. We confirm that we will keep your information secure and that we will comply fully with applicable EU and UK Data Protection Regulations.

Please read the following carefully to understand what happens to personal data that you choose to provide to us, or that we collect from you when you visit this site.

By visiting this site, you are accepting and consenting to the practices described in this statement.

### **WHAT INFORMATION DO WE COLLECT?**

Personal information is information that identifies you as an individual and relates to you. We may collect, store and use the following kinds of personal information about you when you use our website:

### **INFORMATION YOU PROVIDE TO US**

You may provide us with information about you by filling in the enquiry forms on our website.

The information you give us may include your name, address, e-mail address and phone number, as well as that of minors in your care.

### **INFORMATION OUR WEBSITE AUTOMATICALLY COLLECTS ABOUT YOU**

This website uses cookies, which are files containing small amounts of information, which are downloaded to the device, you use when you visit a website. Cookies do many different and useful jobs, such as remembering your preferences, and generally improving your

online experience. They can also help us to improve the user experience and performance of our site.

## **WHY DO WE COLLECT YOUR INFORMATION?**

We may use your information for the following purposes:

- To provide you with the services, and functionality offered through the website;
- To fulfil your requests for further information about Dover College;
- To communicate with you about your enquiry;
- To otherwise provide customer service;
- To communicate with you about special events and other marketing communications;
- To improve our website and functionality;
- To comply with our policies, procedures and legal obligations as set out in our Privacy Policy.

## **KEEPING YOUR INFORMATION**

We will only use and store your information for as long as it is required for the purposes for which it was being collected. How long it will be stored depends on the information in question, what it is being used for and, sometimes, statutory legal requirements.

More can be found on our [Privacy Policy](#).

Information you provide to us will be stored on a secure server via our website hosts, School Website Company, and within/on our own school servers, which are subject to the rules of our Privacy Policy.

## **EMAIL**

If you do not want to receive marketing and promotional emails from Dover College, you can choose not to opt-in and can do so at the point of enquiry.

Please note that even if you opt-out of receiving marketing communications, we may need to send you service-related communications, such as confirmations (or adjustments of timetable) to any future events such as open days or assessment days.

In cases where we are processing your personal data based on our legitimate interest, you can ask us to stop for reasons connected to your individual situation. We must then do so unless we believe we have a legitimate overriding reason to continue processing your personal data.

Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

## **IMPORTANT**

The transmission of information via the internet is not completely secure. Although we will endeavour to protect your personal data by using data encryption, 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.

If you consider that we have not acted properly when using your personal information, you can contact the Information Commissioner's Office - [ico.org.uk](http://ico.org.uk).