

## Privacy Policy

At LCA Business School we are committed to respecting your privacy and this document explains how we do this.

### Registration

In order to receive our e-newsletters, for us to respond to queries or to receive a prospectus, users have to complete an online form. Each form requires the user to give contact information (such as name and email address). This information is used to contact the user about the services on our site for which they have expressed an interest. Any additional information is encouraged only so that we may provide a more personalised experience. When you fill in an online form, we create a record in your name. We add information that we collect into a database.

### Cookies

A cookie is a small text file written to a user's hard drive that contains the User ID. The cookies do not contain any personal information about users. The use of cookies is now widespread. The reason we use cookies is to save our users time on the site (so that users do not have to log in with a password more than once); and also so that we can personalise a user's experience of the site. If a user sets up his browser to reject the cookie, he or she may still use the site although functionality will be impaired.

### Log files

We use IP addresses to analyse trends, administer the site, track users' movement, and gather broad demographic information for aggregate use.

### Links

This web site contains links to other sites. Please be aware that LCA Business School is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of these third party sites. This privacy statement applies solely to information collected by this website.

### Newsletters

If a user wishes to subscribe to our newsletters, we ask for contact information such as name and email address.

### Surveys

From time-to-time our site requests information from users via surveys. Participation in these surveys is completely voluntary and the user therefore has a choice whether or not to disclose any information requested. Survey information will be used for purposes of monitoring or improving the functionality of the site or for improving the service offered by LCA Business School.

## **Security**

The internet is not a secure medium. However, we have put in place various security procedures as set out in this policy. This website takes every precaution to protect our users' information. When users submit sensitive information via the website, your information is protected both online and off-line.

Please note that internet email is never 100% secure way of communicating. By using it, you agree that you will send information by email at your own risk. If you have any questions about the security of our website, please contact our customer services via our contact page.

## **Correcting/updating personal information**

If any of the information that you have provided to LCA Business School via the website changes, for example if you change your email address, or if you wish to cancel your registration for updates please let us know the correct details by updating your details via the website. To notify us of changes, simply go to 'Register for Updates' then 'Update my details'.

If you notify us of such changes we will endeavour to update or remove your user's details as quickly as possible.

## **Sale of business**

If this business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

## **Notification of changes**

By submitting your information, you consent to the use of that information as set out in this policy. If we decide to change our privacy policy, we will post those changes in the Privacy section of this website so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

Continued use of the service will signify that you agree to any such changes. Owing to the global nature of the internet infrastructure, the information you provide may be transferred in transit to countries outside the European Economic Area that do not have similar protections in place regarding your data and its use as set out in this policy. By submitting you consent to these transfers.