

## **Proprietor**

For the purposes of the Data Protection Act 1998 we confirm that the proprietor and operator of the website at [www.city-academy.com](http://www.city-academy.com) (the "Website") is City Academy H.Q. Limited, a company incorporated in England and Wales with registration number 05931324 of 9 Limes Road, Beckenham, Kent BR3 6NS ("us", "we" and "our"). We can be contacted via the contact section on the Website. We are registered with the Office of the Information Commissioner under registration number Z1966940.

We respect the privacy of each user accessing the Website ("you," "your") and are committed to protecting your privacy. We have structured the Website so that, in general, you can visit and browse the Website without identifying yourself or revealing any personal information. We ensure that any personal information provided by you to us will be processed in accordance with the eight principles of the Data Protection Act 1998 and the Privacy Policy set out below.

## **Processing of Personal Data**

In accordance with the Website Terms of Use, you may contact us via the Website to obtain advice about courses and upcoming events.

Personal data about you will be collected when you contact us via the Website or otherwise. When posting queries or requesting information, you will be required to give us certain types of personal information which may include your name, address, telephone number, e-mail address and contact preferences.

## **Purpose Specification**

We collect your personal data for the purpose of answering your questions, taking course bookings and monitoring your use of the Website. We will not collect additional information about you from other sources, such as public records or bodies, or private organisations.

Specifically, we may use your personal data to communicate with you, provide information to you and provide contact details of Third Party Providers to you pursuant to your requests. Contact with Third Party Providers will be at your discretion. We may also use your telephone number or email address to follow up your information requests by telephone or email. You hereby consent to this use of your personal data.

We may also use your personal data to better understand who uses our Website and the pages they access so as to be able to improve the Website. From time to time, we may also use your personal data to contact you for market research or survey purposes, but we will always give you the opportunity to opt-out of such market research and surveys.

You agree that if the management of the Website or us transfers to a third party we may also transfer your personal data or other personal data you have provided to us and any other information about you to such third party, provided such third party agrees to observe this policy.

## **Security of Personal Data**

Transmission of data and information via the Website or by e-mail is not a secure or encrypted transmission method for sending your personal data, unless otherwise indicated on the Website or otherwise arranged between us. Accordingly, your attention is drawn to the fact that any information and personal data carried over the Internet is not secure. Information and personal data may be intercepted, lost, redirected, corrupted, changed and accessed by other people.

We set security standards to prevent any unauthorised access to your personal data once we have received it and wherever possible we will use adequate software and working procedures to ensure the security of your personal data. To prevent unauthorised access, maintain accuracy, and ensure proper use of personal data, we have employed physical, electronic, and managerial processes to safeguard and secure the information we collect online.

## **Third Party Websites**

Parts of our Website contain links to third party websites not owned by us including those belonging to third parties ("Third Party Websites") for your convenience and information. If you use these links, you will leave the Website. When you access a Third Party Website, please understand that we do not control the content of that Third Party Website and are not responsible for the privacy practices of that Third Party Website.

We suggest that you carefully review the privacy policies of each Third Party Website that you visit. This Privacy Policy does not cover the information practices of those Third Party Websites linked to our Website. Third Party Websites may send their own cookies to users, collect personal data, or solicit personal information. Third Party Websites may operate very different privacy practices to this Website. Links to Third Party Websites on the Website do not imply that we endorse those Third Party Sites or agree with any of the views or information set out on such Third Party Websites.

## **Automatic Collection of Data**

All networks connected to the Internet communicate in "IP" (Internet Protocol), which is a technical standard that allows data to be transmitted between two devices. "TCP/IP" (Transmission Control Protocol/Internet Protocol) is responsible for making sure messages get from one host to another and that the messages are understood. An IP address is a string of code which identifies your personal computer and tells the Internet that you are connected.

The Website does not automatically store or capture personal data except for logging your IP address. This information is not retained after you have logged off. We do not link information automatically logged in this way by any means with personal data about specific individuals.

Cookies are messages given to an Internet browser by an Internet server. The browser in a text file called cookie.txt then stores the message. Each time the browser requests a page from the server, this message is sent back. A cookie's main objective is to identify users and personalise

their visit by customising web pages for them, for example by welcoming them by name next time they visit the same website. We may use cookies for collecting information on the Website.

## **Subject Access Rights**

Under the Data Protection Act 1998, we have to provide you, as a "data subject" with a readable copy of all personal data which we may hold about you, within 40 days of receiving your written request for us to provide it. The Data Protection Act 1998 allows us to charge a fee of £10 for this. Evidence or proof of your identity (for example, a copy of your passport, driver's licence or current bills) will be required.

It is both in our interest and yours to store and process accurate personal data. If the data we hold about you is inaccurate in any way, where appropriate, you may have your personal data corrected by us on request by having it:

1. completed;
2. amended; and/or
3. erased.

Please contact us to update any of your personal data or to request access to your personal data by addressing the "Information Officer" at the following address or e-mail address:

Address:

Information Officer  
City Academy  
51 - 53 Mount Pleasant,  
London  
WC1X 0AE

Â

Â

Email:

[info@city-academy.com](mailto:info@city-academy.com)

We reserve the right to refuse to provide you with a copy of your personal data based on the exemptions set out in the Data Protection Act 1998, but if we do refuse we will give full reasons for our refusal and allow you to challenge our decision.

## **Feedback**

If you have any feedback or questions about our use of your personal information or about this online Privacy Policy, please send us an e-mail to [info@city-academy.com](mailto:info@city-academy.com)

If you send us personal data via e-mail, we will use it to respond to your information request. If you e-mail us, or give us your e-mail address, we will keep a record of it. We will not give your e-mail address to any unauthorised third parties. Note that communications via e-mail or otherwise are governed by and subject to our Website Terms of Use set out on the Website.

When you e-mail us please remember that the content of your e-mail is not secure and could be intercepted. Accordingly, please keep the amount of confidential or personal information to a minimum and we will do likewise when we reply.

### **Changes to this Privacy Policy**

We will post any changes to this Privacy Policy on our Website from time to time. Please be sure to regularly check this Privacy Policy before using the Website. Regardless of any changes we make to this Privacy Policy, we will always use your personal data in accordance with the Privacy Policy in place at the time you provide your information and the Data Protection Act 1998, unless you give your express consent for us to do otherwise.