

## Privacy Policy

This policy explains how Midhurst Rother College may collect, use and aggregate personal information about you on [www.mrc-academy.org](http://www.mrc-academy.org). Midhurst Rother College respects your personal privacy and is committed to protecting it.

Your privacy is very important to us. Accordingly, we have developed this Policy in order for you to understand how we collect, use, communicate and disclose and make use of personal information. The following outlines our privacy policy.

Before or at the time of collecting personal information, we will identify the purposes for which information is being collected.

We will collect and use personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned or as required by law.

- We will only retain personal information as long as necessary for the fulfilment of those purposes.
- We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up-to-date.
- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorised access, disclosure, copying, use or modification.
- We will make readily available to customers information about our policies and practices relating to the management of personal information.

We are committed to conducting our business in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained.

If you have questions or concerns regarding this Privacy Policy, you should first contact Midhurst Rother College by emailing us at:

E-mail: [enquiries@mrc-academy.org](mailto:enquiries@mrc-academy.org)

For each visitor to the [www.mrc-academy.org](http://www.mrc-academy.org) site, Midhurst Rother College's servers automatically collect information about which pages are visited and the IP address or domain name of visitors. We use your IP address to help diagnose problems with our server, and to administer our Web Site. Your IP address is not linked to personally identifiable information but is used to gather broad demographic information. This information helps us tailor and improve your experience on the Web Site.

### Information we collect

- General: Portions of Midhurst Rother College require visitors to provide personally identifiable information that may include your name, age and e-mail address. We do not, however, knowingly collect personal information from children under the age of 13.
- Web site usage: We automatically collect IP addresses and web site usage information from you when you visit our site. This information helps us evaluate how our visitors use and navigate our web sites on an aggregate basis, including the number and frequency of visitors to each web page, the length of their visits, their browser type and their operating systems.

## How we use information that is collected

Midhurst Rother College may use information collected from visitors in the following ways:

- To improve existing features or develop new features, products and services by analysing how site features are being used.
- To send e-mail notifications about new or existing services or to otherwise contact you.

## Cookies

Midhurst Rother College may place a "cookie" on the browser of your computer. Cookies are pieces of information that a web site transfers to your computer's hard disk for record-keeping purposes. The use of cookies is common in the Internet industry, and many major web sites use them to provide useful features to their customers. The cookie itself does not contain any personally identifying information, but may be used to tell when your computer has contacted the Midhurst Rother College site. Midhurst Rother College uses the information for editorial purposes, so that Midhurst Rother College can customise delivery of information specific to your interests without compromising privacy.

## Registration

Midhurst Rother College requires voluntary registration in order to utilise specific features (for example the Alumni section). These forms require you to give us personally identifiable information, which may include contact information (like your name and e-mail address) and unique identifiers. Unique identifiers are collected only for use as account numbers in our system. We do not disclose any unique identifiers to any third parties.

The information collected from these registration forms is used to improve existing features or develop new features by analysing how site features are being used.

## Demographic and profile data

We also may collect demographic and profile data from you as part of the registration process. We may use this data to tailor your experience at our site, showing you content we think you might be interested in, displaying the content according to your preferences and informing you of upcoming events on our site.

Midhurst Rother College will disclose account information only in special cases, such as (i) to comply with valid legal requirements, such as a law, regulation, search warrant, subpoena or court order; or (ii) when Midhurst Rother College has reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who, intentionally or unintentionally, may be causing injury or harm to Midhurst Rother College users or other persons or violating the Terms of Service of this site.

## Links

This site contains links to other sites. Midhurst Rother College is not responsible for the privacy practices or the content of such Web sites, including any sites that may indicate a special relationship or partnership with Midhurst Rother College. Midhurst Rother College does not disclose unique identifiers to those responsible for the linked sites. The linked sites, however, may collect personal information from you when you link to their site. This collecting of information is not subject to Midhurst Rother College's control. To ensure protection of your privacy, always review the privacy policy of the sites you visit by linking from our Web Site.

## Security

This site has security measures in place to protect against the loss, misuse and alteration of the information under our control.

## Correcting and updating information

Midhurst Rother College also permits you to correct or update personally identifiable information that you have previously provided to us. To do so, submit the changes directly through the site feature in question or send e-mail to: [enquiries@mrc-academy.org](mailto:enquiries@mrc-academy.org) indicating the information that you wish to be corrected or updated.

## Your acceptance of these terms

By using this site, you signify your acceptance of the terms of Midhurst Rother College's Privacy Policy. If you do not agree to the terms of this Privacy Policy, please do not use the Midhurst Rother College site and exit the site immediately. Your continued use of the [www.mrc-academy.org](http://www.mrc-academy.org) site following the posting of changes to these terms will mean that you accept those changes.

## Contacting us

If you have any questions about this privacy policy, the practices of the Midhurst Rother College site you can contact us at any time by sending electronic mail to [enquiries@mrc-academy.org](mailto:enquiries@mrc-academy.org)