

## Islington Centre for English DATA Policy

Please read the following policy carefully to understand what information we may collect from you, how we may use it, and your rights in respect of our use.

We will be guided by the following principles when processing data:

- **We will only collect data for specific and specified purposes;**
- **We will not collect data beyond what is necessary to accomplish those purposes;**
- **We will not use data for purposes other than that for which the data was collected, except as stated herein, or with prior consent;**
- **We will not transfer data to third parties or across borders, except as stated herein, or with prior consent;**
- **We will seek to verify and/or update data periodically, and we will accept requests for amendments of personal data;**
- **We will apply high technical standards to make our processing of data secure;**
- **Except when stated herein, we will not store data in identifiable form longer than is necessary to accomplish its purpose, or as is required by law.**

### IP Addresses and Cookies

From any point after you have entered our website we may collect information about your computer, including where available your IP address, operating system and browser type, for user analysis. This is statistical data about our users' browsing actions and patterns, and does not identify any individual, unless that information has been given by a user with informed consent.

We may obtain information about your general Internet usage by using a cookie file, which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our website and to deliver a better and more personalised service. In summary, the cookies we use enable us:

- **To estimate our general audience size and how they use our site**
- **To recognise you when you return to our site**
- **To store information about your preferences to allow us to customise our site according to your individual interests**
- **To speed up your searches**

We will also permit certain third parties to collect cookies during the time you use our website. In summary, the cookies will enable us to:

- **Track the first and last pages you visit and your total number of visits to the website**

- Track how long you spend on any page existing within our website
- Track how you have been visiting the website
- Track how you came to access the website including any keyword searches, search engine information or referrer
- Track the resources that you access.

How we will use your information

We may use information held about you in the following ways:

- To create a profile for you to help us provide a more personalised service which is suited to meet your preferences.
- To ensure that content from our site is presented in the most effective manner for you and your computer.
- To send you our newsletters or provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service.