

## **RLEF PRIVACY POLICY**

This privacy policy applies to any personal information which you give to us ("personal data") via the RLEF EDUCATION website located at [www.RLEF-edu.eu](http://www.RLEF-edu.eu).

The RLEF ("we", "us") takes the privacy of all its customers and website users ("you") very seriously and takes care with customer and user personal data. This privacy policy explains what information we collect about you, how we propose to use it and what steps we take to ensure that it is kept secure. By using this website and entering your personal data you consent to us collecting and using your personal data in accordance with this privacy policy.

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

When using the site you will encounter areas such as unique user log-in pages. In order to fully access the Site you may be asked to enter personal data such as your name, address, delivery address, e-mail address, telephone number. We may also collect personal data about you from telephone conversations, e-mails and written and verbal communications.

We may supplement the personal data that you provide with information that we receive from third parties. Such personal data will only be used for the purposes stated in this privacy policy.

### **HOW WE USE YOUR PERSONAL DATA**

Any personal data relating to you that we collect will be used and recorded by us in accordance with current data protection legislation and this privacy policy. We will use your personal data mainly for record keeping purposes and in order to provide our services and products to you.

This may involve us sending you information about us, our affiliates and associated companies and organisations including but not limited to promotional and/or marketing material about our products, services and offerings. We may also create an individual profile for you so that we can inform you of services, products, events or special offers that may be of interest to you.

### **DISCLOSURE OF YOUR INFORMATION**

We may introduce you to or pass on your personal data to other carefully selected organisations with whom we have a business relationship. Such organisations would want to keep you informed of services, products, events and special offers made available by those organisations.

Whilst we will endeavour to ensure that personal data is only used in accordance with this privacy policy and we will always try to ensure that any third party who receives your personal data from us is reputable and reliable, we are not responsible for the actions, data policies or procedures of any such third party.

## **LINKS**

When using the site you will find links to third party websites. For example, there is a link to the Partners' websites. Such third parties may require you to input personal data in order to use their services. Customers and users should be aware that we are not responsible for the actions, data policies or procedures related to or the content of such third party websites. We recommend that you check the privacy and security policy and procedures of every other site you visit.

## **USE OF YOUR INFORMATION OUTSIDE THE EUROPEAN ECONOMIC AREA**

Some of the organisations to whom we may disclose your personal data may be based outside the European Union. In order to provide you with the products and services you require we may have to transfer your personal information to these countries some of which do not protect privacy rights as extensively as the United Kingdom.

## **COOKIES**

In common with many other website operators, we may use standard technology called "cookies" on this site. "Cookies" are small text files a website can use to recognise repeat users and to allow us to observe behaviour and compile aggregate data in order to improve the site and to target its advertising. Our cookies enable us to identify you and to store information about the services and products you select between visits. Cookies do not attach to your system and damage your files.

Most browsers automatically accept cookies, but you can usually change your browser to prevent cookies being stored. However, if you do turn cookies off this will limit the service that we are able to provide you with.

## **SECURITY**

Whilst we will ensure that security measures are put in place to protect the personal data you provide, you should remember that concerns still exist in relation to the general security of the internet and by using this site you accept that we will not be held responsible in the event of a breach of security unless this is due to our negligence or willful default.

## **CHANGES TO THE POLICY**

We reserve the right to change our privacy and security policies at any time. Accordingly, we recommend that you check this page periodically in order to review our current policies.

**May 2016**