



ONLINE PAYMENT PRIVACY POLICY

Updated: June, 2013

In order to operate the College online-payments system, Sanjari International College (SIC) may collect and store personal information student/customer submit to it via this online-payments or give to the college in any other way. Please read the following privacy policy to understand how the SIC uses and protects the information that have been provided.

This online-payment system is provided and hosted by the college and its third party suppliers as like as PayPal. By submitting personal information, student/customer are consenting to the college holding and using it in accordance with this policy. The policy is subject to change and any changes to it in the future will be notified. The College recommend checking the privacy policy.

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1. Information that we collect from you and your use of this site

When audience/student/customers may be asked to provide certain information about them selves including their student number, date of birth, name, contact and financial details before they are able to proceed with using the online-payment system.

1.1 Information you give us

The college receive and save any information that audience/student/customers enter on or give the college in any other way. They provide most such information when make a payment, or set-up a recurring card payment or direct debit mandate, or communicate with us for any other reason. This information may include student or date of birth, name, contact and financial details.

The college can choose not to provide information, although it may be needed to make a payment.

1.2 Automatic Information

The college automatically receive and save certain types of information whenever interact with the online-payments. The college will use the information to monitor web site traffic and to assist with the

navigation and user experience of the web site. Information that college will automatically receive includes:

- Requested URL (Uniform Resource Locator)
- IP (Internet Protocol) address (this may or may not identify a specific computer)
- Domain name from which you access the internet
- Referring URL
- Software (browser/operating system) used to access the page
- Date and time pages were visited

When audience/student/customers visit some pages on the site, computer may be issued with a small file - a "cookie". A cookie is a piece of information in the form of a very small text file that is placed on an Internet user's hard drive. It is generated by the online-payments web server. The information the cookie contains is set by the server and it can be used by that server whenever the user visits the site. The server uses cookies to recognise your browser session if you visit multiple pages during your interaction with the online-payments system.

The audience/student/customers can set browser to refuse cookies or warn you before accepting them. However, the online-payments web site will not function properly without accepting cookies.

2. How we use your information

2.1 Fulfilment

Personal data collected as part of the payment process will be held primarily to settle your order. This data will be retained by reputable third-party banking and distribution institutions who handle our customers card transactions and order fulfilment and may be used for any of the following purposes: accounting, billing and auditing, administrative and legal purposes, security and payment verification.

2.2 Analysis

The college may also use and analyse the information SIC collect so that college can manage and improve the services. Demographic and statistical information about user behaviour may be collected and used to analyse the popularity and effectiveness of the web site. Any disclosure of this information will be in aggregate form and will not identify individual users.

3. How we handle the data submitted by you

3.1 Data Protection Legislation

The college is data controller. As data controller the college has notified its activities to the Office of the Information Commissioner as required under the Data Protection Act 1998 (the “Act”) and will be listed in the Public Register of Data Controllers. Personal information will only be collected and/or processed by the college in accordance with the Act.

3.2 Data Security

Please protect sensitive data at all times throughout online transaction. Make sure that nobody can see over your shoulder when typing in personal information and close your browser when you have finished. The college and its third party suppliers have used their reasonable endeavours to ensure that access to information provided and the payments made whilst using online/website site are secure. The college works to protect the security of information during transmission. The site will be secured to offer secure communications by automatically encrypting all data when it is entered.

Any payment transactions are encrypted with stored data protection. The college will maintain a vulnerable management safety management. The computers and software will be protected with Premium Internet Security that protects all viruses and internet threats as well as detects new, emerging and known threats and malware, identifies suspicious websites and phishing websites and delivers greater security for online shopping and banking.

The PCs and data storage are also restricted with assigning unique ID, other than the designated person non body is allowed to access any personal or online transaction data, which is also being monitored regularly

Audience/student/customers should be aware that the computer that they use to attach to the online-payments system (via a web browser) must also be secure, and include the latest operating system, software and anti-virus updates. The use of a shared computer to connect to the online-payments system could increase the risk that others will see your sensitive information. The college online-payments system will require entering your credit card details.

3.3 Disclosure of your information

- Except as set out in this policy or as required by law, your personal data will not be provided to any third party without audience/student/customers prior written consent
- The information provide to college will be held on SIC's computers and server in the UK.
- However, we will always take steps to ensure that your information is used by third parties in accordance with this policy.
- The college will employ other companies and individuals to perform functions on its behalf and in turn they may also use third parties for these functions. Examples include processing credit card payments and hosting the web site ("Contracted Agencies"). The Contracted Agencies have access to personal information needed to perform their functions, but may not use it for other purposes.
- Personal information provided by audience/student/customers may occasionally be shared with other organisations for the prevention of fraud. Should audience/student/customers fail to honour a payment to the college, the college may disclose sufficient personal data to a third party to enable it to pursue and recover the debt. The third parties may include solicitors, agents appointed by the college (for example, debt recovery and tracing agents) and the Courts.

3.4 Monitoring Use of College Systems

In order to protect the security and working of college network and computer systems, it will be necessary to monitor or log the use of these systems. If there are indications of abuse of systems or that individuals may be using systems in excess of their authority, files, messages and any or all uses of the systems may be intercepted, monitored, recorded, copied, audited, inspected and disclosed to authorised University and law enforcement personnel.

4. Links to external websites

This website may contain links to other websites that are outside the College's control and are not covered by this privacy policy. The privacy policies of these other sites may differ from this one.

5. How to contact us

Should the information we hold about you be incorrect, you can change and update your personal information and you can have your information corrected by contacting us.

Where requested, we will provide you with a readable copy of the personal data that we keep about you, by contacting us at the address below. We may require proof of your identity before supplying you with this information to ensure confidentiality.

We allow you to challenge the data we hold about you and where appropriate you may have the data erased, rectified, amended or completed. For complaints or queries about the privacy policy or data protection queries generally please contact:

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Principal

Sanjari International College

June, 2013