



Privacy Policy of SIC

Updated: June, 2013

1 Introduction:

Sanjari International College (SIC) is committed to protecting privacy. The College use the information they collect from learners/staffs only as a means to serve you better. SIC will not sell or provide any information to another party without prior consent. Please read on for more details about our privacy policy.

2 Personal information

2.1 How to Protect personal Information

To ensure the privacy of personal information the college use secure server software. Personal information which is entered during online enrolment or booking is secure. All personal data, not just the credit card transaction, is encrypted by its secure server. Furthermore, all of the data the college collect is protected against unauthorised access. The College will make every effort to protect the personal information that is provide to the college and are committed to respecting your right to privacy.

2.2 How college use web page information:

SIC web server does not capture any personal data. However, in common with most web servers, the IP address and the corresponding domain name of the client are automatically logged. The address of the page where the client came from (the referrer) and the software used to access the page (the agent) are also logged. This routine logging of web server activity is necessary for monitoring the service it aims to provide. As part of the monitoring process, logs are also used for statistical analysis.

2.4 Use of personal information

The College use the personal information collected via the Websites for the purposes of:

- Providing, improving and personalising our services ;
- Dealing with specific inquiries and requests;
- Administering registered user records;
- Administering college forum service;
- Generating anonymous reports about the use of the Websites;

- Providing with information and news about our programmes, events and services;
- Providing reservation or booking services when customers/students register online for our seminars and events; and
- Contacting to participate in marketing and academic surveys.

The learners may subscribe to college email newsletters to receive information about some of college activities and programmes. The customers may also download some of our newsletters directly from the Websites without subscribing.

If register on the Websites, the college may use the personal information they collect from audience to send them information about its activities and programmes by email. The audience may choose not to receive information about the activities and programmes when they register or, if they opt-in to receiving marketing communications when the college collect their personal information but subsequently change your mind, they can send college an email at: info@sicedu.org.uk and the college will unsubscribe them.

2.5 Use of cookies

"Cookies" are small pieces of information that are stored by web browser on browsers' computer hard drive. Any cookies the college may use do not contain any information that will identify a learner/staff. Most Web browsers automatically accept cookies, but learners/staff can usually change their browser to prevent that. Even without a cookie, an audience can still use most of the features on our site.

2.6 Disclosure of personal information

We will only disclose personal information we collect from you from the Websites:

- To the schools, colleges, education centres, local authorities, community centres or any other entity that provides training courses to individuals taking a qualification awarded by SIC (each a "**Registered Examination Centre**") to the extent necessary for the Registered Examination Centre to provide the training course students are registered for;
- To persons or bodies contracted by SIC to carry out the roles of examiner, marker, advisor, moderator, tutor, consultant, representative or other similar roles on the college behalf in the context of its provision of qualifications;
- As required by law and/or to government bodies and law enforcement agencies, including the Skills Funding Agency for learners in England & Wales. For learners in England & Wales only: some of the information the student supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your

Personal Learning Record. The Skills Funding Agency may share students ULN and Personal Learning Record with other education related organisations, such as student careers service, school, college, university and public bodies responsible for

- To successors in title to college business; and
- To suppliers the college engage to process data on its behalf.

2.7 Other Websites

The Websites contain links to other Websites which are outside SIC control and are not covered by this Privacy Policy. If learner accesses other Websites using the links provided, the operators of these Websites may collect personal information from the learners which will be used by them in accordance with their privacy policy, which may differ from SIC. Please check these policies before you submit any personal data to these websites.

2.8 Access to personal information

The learners have the right to access their personal information that college hold about them. To obtain a copy of the personal information the college, please info@sicedu.org.uk

2.9 Internet-based transfers

Given that the Internet is a global environment, using the Internet to collect and process personal information necessarily involves the transmission of data on an international basis. Therefore, by browsing the Websites and communicating electronically with the college, learners acknowledge its processing of personal information in this way. However, SIC will endeavour to protect all personal information collected through the Websites in accordance with strict procedures and security features to try to prevent unauthorised access.

3 Online payment

SIC welcomes Payment through PayPal as a faster, simpler and secure process by maintaining PCI data security standard.

4 Security

The college endeavour to take all reasonable steps to protect personal information. All the personal information the college collect is stored securely on its servers and SIC use secure internet protocols to protect data collection and processing. The data is protected with installed and maintained firewall configuration.

Any payment transactions are encrypted with stored data protection. The college 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. Currently, Kaspersky/AVG is installed which identifies suspicious websites and phishing websites and delivers greater security for online shopping and banking. It also protects privacy and digital identity and prevents malware.

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.

The college maintains an information security policy that is being monitored and tested regularly.

5 Changes to this Privacy Policy

From time to time SIC may update this Privacy Policy. When done the college will publish the changes on the Websites. If not agree to these changes, please do not continue to use the Websites. If material changes are made to this Privacy Policy, SIC will notify the learners by email or by placing a prominent notice on the Websites.

The college allow the students to challenge the data they hold about them and where appropriate they may have the data erased, rectified, amended or completed. For complaints or queries about the privacy policy or data protection queries generally please contact:

Principal
Sanjari International College