

## **Data Protection and Privacy Statement**

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### **1 Collection of personal information**

1.1 In order for Users to use some of our online services and to gain the full benefits of such services we need to collect and process various personal data. Prior to accessing the areas of our Site which require you to enter a password, Users may be asked to complete an online form(s) which requests personal data about Users, such as their name, address, email address, telephone and fax numbers.

1.2 We may also collect other peoples' personal data from you, for example candidate information.

### **2 Processing of data**

2.1 The personal data we collect is used to process your request for our services, to provide such services, and to keep records of those who use our services so that we can contact Users in the event that any other relevant product or service becomes available.

2.2 By providing other peoples' personal data you confirm and warrant that you have obtained all consents necessary for us to process that data as described above.

### **3 Disclosure of information to third parties**

3.1 We will use our reasonable endeavours not to disclose Users' information to any other third parties, unless we are required to do so by law or any court order, unless a User consents to such disclosure.

### **4 Security**

4.1 This Site and our computer systems have security measures in place with the aim of protecting the loss, misuse or alteration of the information Users provide to us.

### **5 Modifying/removing your personal information**

5.1 Users may change their registered details in any way or request that their personal data is removed from our systems by emailing us at [Helpdesk@CambridgeEnglish.org](mailto:Helpdesk@CambridgeEnglish.org)

### **6 Comments/questions**

Any comments or questions about our Data Protection and Privacy Statement may be sent to us by emailing us at [Helpdesk@CambridgeEnglish.org](mailto:Helpdesk@CambridgeEnglish.org)

## **7 Changes to this statement**

7.1 We will notify Users of changes to this Data Protection and Privacy Statement by displaying them on this webpage.

## **8 Cookies**

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