



## 5E VLE - Privacy Policy

5 E Ltd is committed to protecting and respecting your privacy.

This policy (together with our terms of use) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1<sup>st</sup> January 2013.

For the purpose of the Data Protection Act 1998 (the **Act**), the data controller is 5E Ltd., Selby Centre, Selby road, London N17 8JL

### INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

- Information that you provide by registering on our site [www.vle.fivee.co.uk](http://www.vle.fivee.co.uk) (**our site**). If you contact us, we may keep a record of that correspondence.
- Details of your visits to our site and the resources that you access.
- We may also ask you to complete feedback surveys that we use for evaluation and research purposes,

although you do not have to respond to them unless they are a mandatory part of your course.

### USES MADE OF THE INFORMATION

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- To contact you electronically (by e-mail) when necessary in connection with your registration;
- To improve the site and any future events and services offered to you;
- To contact you for feedback on the site; and
- For administrative purposes.

We may also use your data, or permit selected third parties to use your data, to provide you with information about future events and programmes which may be of interest to you and we or they may contact you about these by e-mail.

### OPTING OUT

You may opt out of any of our electronic mail contact, even if you have previously indicated your consent to such contact, by sending your request by email to [vlesupport@fivee.co.uk](mailto:vlesupport@fivee.co.uk).

## DISCLOSURE OF YOUR INFORMATION

We may disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our [terms of use](#).

## HOW WE USE COOKIES

A cookie is a small file, which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## YOUR RIGHTS

You have the right to ask us not to process your personal data for marketing purposes. We will

usually inform you (before collecting your data) if we intend to use your data for such purposes. You can exercise your right to prevent such processing by checking certain boxes during the subscription process. You can also exercise the right at any time by contacting us by emailing [vlesupport@fivee.co.uk](mailto:vlesupport@fivee.co.uk)

Our site may, from time to time, contain links to and from other websites of our partner networks and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## ACCESS TO INFORMATION

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to us on the above mentioned address or email [enquiries@fivee.co.uk](mailto:enquiries@fivee.co.uk).

## CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be made by emailing [vlesupport@fivee.co.uk](mailto:vlesupport@fivee.co.uk).

## Review of Policy

This was reviewed in June 2019 and is due for next review in June 2020.

**If you require this policy in a larger font size, please contact the HR Department.**