

# Privacy Policy

Date: 1<sup>st</sup> January 2012

SUNSHINE LEARNING (UK) LIMITED believes in protection of your personal information when you are using Sunshine Learning UK services through a website [www.sunshinelearninguk.com](http://www.sunshinelearninguk.com). We want our services to be safe and enjoyable environments for our visitor and users. This Privacy Policy relates to our use of any personal information you provide to us through [www.sunshinelearninguk.com](http://www.sunshinelearninguk.com).

In order to provide you with the complete range of SUNSHINE LEARNING services through a website [www.sunshinelearninguk.com](http://www.sunshinelearninguk.com), we are required to collect information about you.

SUNSHINE LEARNING (UK) LIMITED is committed to securing and protecting your personal information. Whenever you provide personal information, we are legally obliged to use your information in line with the Data Protection Act 1998 (this is referred to as the "data protection laws" in this privacy policy).

This website may contain hyperlinks to websites owned and operated by third parties. We do not accept any responsibility or liability for the privacy practices of such third party websites and your use of such websites is at your own risk. These third party websites have their own privacy policies, including cookies, and we urge you to review them. They will govern the use of personal information you submit or are collected by cookies whilst visiting these sites.

## Collection of Information

When you sign up as a user to receive a service and/or providing information for recruitment purpose to the [sunshinelearninguk.com](http://www.sunshinelearninguk.com) website, we may ask for personal information about you. This can consist of information such as your name, date of birth, marital status, e-mail address, postal address, telephone and/or mobile number. By entering your details in the fields requested, you enable the Sunshine Learning UK and its service providers to provide you with the services you select or request you have made.

Please note that sometimes on particular web pages we will require you to provide additional personal information. When we do this we will specify further on these web pages why we are collecting your information and how we will use it. We may also use your IP address to determine whether you are accessing the services from the UK or not.

## **Use of information**

Sunshine Learning UK will use your personal information for a number of purposes including the following:

- For "service administration purposes", which means that Sunshine Learning UK may contact you for reasons related to the service you have signed up for (e.g. to provide you with password reminders or to notify you that a particular service has been suspended for maintenance);
- To contact you about a submission you have made to the website, including any content you provide;
- To personalise the way Sunshine Learning UK content is presented to you;
- IP addresses are used to identify the location of users, the number of visits from different countries and also to block disruptive use; and to analyse and improve the services offered on Sunshine Learning UK website.
- From time to time, Sunshine Learning UK may sponsor or publish the promotions, commercial advertisements or third party contents on Sunshine Learning UK website. Users may be asked to provide personal information including name, email address or home address or other related questions in order to participate. We may transfer personal information to certain ad partners that you have explicitly requested to receive information from. It will be clear at the point of collection who is collecting the personal information and whose privacy statement will apply.
- It is your responsibility to keep your site login information secure when it's in your possession. If you are using a shared computer, please ensure you log out of Sunshine Learning UK website or close down the browser before leaving the computer for the next user.

## **Sunshine Learning UK may contact you**

Sunshine Learning UK may contact you in relation to the functioning of any service you have signed up for in order to ensure that Sunshine Learning UK can deliver the services to you and/or where you have opted to receive further correspondence and/or for marketing purposes where you have specifically agreed to this.

## **Marketing Purposes**

Sunshine Learning UK won't contact you for marketing purposes or promote new services to you unless you agree to be contacted for these purposes. In this case, Sunshine Learning UK may send you details of services from carefully selected partners/sponsors.

## **Sharing of users' personal information**

We will keep your information confidential except where disclosure is required or permitted by law or as described in the paragraph below. We will only use your information within Sunshine Learning UK except where Sunshine Learning UK uses third parties to deliver the service/process your information. Sunshine Learning UK requires third parties to comply strictly with its instructions and Sunshine Learning UK requires that they do not use your personal information for their own or any other business purposes.

Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmission to our site; any transmission is at your own risk. Once we have received your information, we will use the strict procedures to try and prevent unauthorised access.

## **User aged 16 or under**

If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide personal information to the Sunshine Learning UK website. Users without consent should not provide us with personal information.

## **Keeping of personal information**

We will hold your personal information on our systems for as long as is necessary for the provision of the relevant service. Where you contribute to Sunshine Learning UK website, we will generally only keep your content for as long as is reasonably required for the purpose(s) for which it was submitted. Combined statistics about visitors, traffic patterns, answers to questions, content entered and related site information may be provided to reputable and reliable third parties. The information used for these purposes is aggregated (i.e. combined with other user data) and made anonymous and will include no personal information. We may retain data for historical statistical and research purposes. Where data is retained for these purposes, it is stored and processed appropriately in accordance with the Data Protection Act.

## **How to find out personal information Sunshine Learning UK holds?**

Under the Data Protection Act you have the right to request a copy of the personal information Sunshine Learning UK holds about you and to have any inaccuracies corrected. (We may charge £20 for information requests and will require you to prove your identity with 2 pieces of approved identification).

Please address requests and questions about this or any other question about this Privacy Policy to Data Protection Office, address mentioned at bottom of the page

## **Cookies Policy - use of cookies**

Information supplied by cookies can help us to analyse the profile of our visitors and help us to provide you with a better user experience. Sunshine Learning UK also use a number of independent measurement and research companies. They gather information regarding the visitors to Sunshine Learning UK sites on our behalf using cookies, log file data and code which is embedded on our website. Sunshine Learning UK use this type of information to help improve the services it provides to its users. Sunshine Learning UK strictly requires that third parties do not use any information for their own business or other purposes.

## **Changes to Sunshine Learning UK Privacy Policy**

This privacy policy may be updated from time to time so you may wish to check it each time you submit personal information to any Sunshine Learning UK website. The date of the most recent revisions will appear on this page.

**Contacting about Privacy Policy:** If you have any questions or comments about this Privacy Policy please contact:

**Sunshine Learning (UK) Limited,**

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