



MLA COLLEGE PRIVACY NOTICE

This privacy notice applies to any Marine Learning Alliance Ltd trading as MLA College website, mobile application, digital platform, service or tools (collectively "Services") where this privacy notice is referenced, regardless of how you access or use them, including through mobile devices. We may amend this privacy notice at any time by posting the amended version on this site.

This Privacy Notice was updated in: **April 2020**.

KEY DETAILS

This privacy notice describes how MLA College protects and makes use of the information you provide when you use this website and/or all other data provided by you or approved third parties. If you are asked to provide information, it will only be used in the ways described in this privacy policy.

This policy is updated from time to time. The latest version is published on this page.

This website privacy policy was updated on: 14/04/2020

If you have any questions about this policy, please email info@mla-uk.com or write to:

MLA College
The Merchant,
St Andrew Street,
Plymouth, PL1 2AX.
Telephone:
+44 (0) 20 3997 7790

PERSONAL INFORMATION WE COLLECT

We collect personal information from you when you use our services, register for an account with us, provide us information on a web form, update or add information to your account, participate in a survey, or when you otherwise correspond with us (including by post).

We gather and use certain information about individuals in order to provide products and services and to enable certain functions on this website. We also collect information to better understand how visitors use this website and to present timely, accurate and relevant information to them.

What data we gather:

We will normally collect the following information either voluntarily provided by you or requested by us or from third parties such as Marketing companies and Credit Agencies:

- Name and Address

- Date of birth
- Employer (where appropriate)
- Financial information such as bank details, credit card details
- Academic qualifications, copies of certificates and transcripts
- Curriculum vitae
- Contact information including email address
- Demographic information, such as postcode, preferences and interests, nationality
- Website usage data
- Other information relevant to client enquiries
- Other information pertaining to special offers and surveys

HOW WE USE THIS DATA

Collecting this data helps us understand what you are looking for from the company, enabling us to deliver improved products and services. Collecting data will enable us to fulfil our contract with you and enable us to provide our Services to comply with our legal obligations.

Specifically, we may use data:

- For our own internal records
- To deliver the Service you are asking us to provide
- To provide payment processing and account management
- For our validating partner's records (currently the University of Plymouth)
- To improve the products and services we provide
- To contact you in response to a specific enquiry
- To contact you in order to inform you about our Services
- To contact you regarding your account to collect fees or monies owed or as otherwise necessary to provide you with customer services
- To prevent, detect, mitigate and investigate fraud, security breaches or other potentially prohibited or illegal activities
- To pursue our legitimate interests where your rights and freedoms do not outweigh those interests
- To customise the website
- To improve our services
- To send you targeted marketing information including promotional emails about products, services, offers and other things we think might be relevant to you
- To measure the performance of our marketing campaigns
- To contact you via email, telephone or mail for market research reasons.
- To monitor and improve the information security of our site and mobile applications

COOKIES AND HOW WE USE THEM

What is a cookie?

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website. Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit.

We may use cookies to:

- Analyse our web traffic using an analytics package. Aggregated usage data

- helps us improve the website structure, design, content and functions.
- Identify whether you are signed in to our website. A cookie allows us to
- check whether you are signed in to the site.
- Test content on our website. For example, 50% of our users might see one
- piece of content, the other 50% a different piece of content.
- Store information about your preferences. The website can then present you with information you will find more relevant and interesting.
- To recognise when you return to our website. We may show your relevant content, or provide functionality you used previously.

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

Controlling cookies

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies. However, please note that doing this may affect how our website functions. Some pages and services may become unavailable to you.

Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it. To learn more about cookies and how they are used, visit [All About Cookies](#).
Controlling information about you.

When you fill in a form or provide your details on our website, you will see one or more tick boxes allowing you to:

- Opt-in to receive marketing communications from us by email, telephone, text message or post.
- Opt-in to receive marketing communications from our third-party partners by email, telephone, text message or post.
- If you have agreed that we can use your information for marketing purposes, you can change your mind easily, via one of these methods:
- Sign in to our website and change your opt-in settings.
- Send an email to info@mla-uk.com.

We will never lease, distribute or sell your personal information to third parties unless we have your permission or the law requires us to. Any personal information we hold about you is stored and processed under our data protection policy, in line with General Data Protection Regulation.

SECURITY

We will always hold your information securely. To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards. We also follow stringent procedures to ensure we work with all personal data in line with General Data Protection Regulation

LINKS FROM OUR SITE

Our website may contain links to other websites. Please note that we have no control of websites outside the www.mla-uk.com domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy.

Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.