COOKIE POLICY

South Thames Colleges Group (Carshalton College, Kingston College, Merton College and South Thames College) take the privacy of our site users seriously and take care to protect your personal information. This policy tells you what personal information we may collect from you, how we may use it, and your rights in respect of its use. By using this website, you accept the terms of this policy.

Information we may collect

Visitors do not need to give personal information to access our website generally but we may collect and process personal information under certain circumstances:

- Information that you provide by completing forms on the website. This includes information provided at the time of registering to use our site, subscribing to our services, making an enquiry or registering for an event.

- We may keep a record of your name, address, email address and telephone number. We may ask you for information like this when you enter a competition or promotion sponsored by us.

- If you contact us by email we may keep a record of that correspondence.

- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.

- We may collect details of your visits to our site including, but not limited to, the resources that you access.

How we use information

We may use information held about you in the following ways:

- To ensure that content from our site is presented in the most effective manner for you and your computer.
- To send you newsletters, updates or provide you with information that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service.

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IP addresses and cookies

From any point after you have entered our website, we may collect information about your computer, including your IP address, operating system and browser type, for system administration.

This information provides statistical data about our visitors browsing actions and patterns, and does not identify any individual. For the same reason, we may obtain information about your general internet usage by using a cookie (file which is stored on your computer). Cookies contain information that is transferred to your computer's hard drive. They help us to improve our website and to deliver a better and more personalised service. In summary, the cookies we use enable us:

- To estimate our general audience size and how people use our site
- To recognise you when you return to our site
- To store information about your preferences to allow us to customise our site according to your individual interests

We also let the Google Analytics service collect cookies during the time you use our website. In summary, these cookies let us improve navigation and content by letting us:

- Track the first and last pages you visit and your total number of visits to the website
- Track how long you spend on any page existing within our website
- Track how you have been visiting the website
- Track how you came to access the website including any keyword searches, search engine information or referrer.

Opting out of Cookies

Website visitors can opt out and change their preference at any time by using the Cookie Policy toolbar at the centre bottom of the screen. In addition, all website email communications will provide an opt out functionality.