



## Privacy Notice for Agents & Institution Staff (e.g. university, school)

Here at Study Links we take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

However, from time to time we would like to contact you with details of other products, services or offers we provide. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you on the appropriate forms.

We will not share your details with other organisations.

This privacy notice sets out how Study Links uses and protects any information that you give Study Links when you use this website and/or engage with Study Links.

Study Links is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website or engaging with Study Links in any other method, then you can be assured that it will only be used in accordance with this privacy notice.

Study Links 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.

### What we collect

We may collect the following information:

- Name and job title
- Contact information including email address and telephone number
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer surveys and/or offers

### What we do with the information we gather

We require this information to understand your needs and to administer your account and to provide the products and services you have requested from us. In particular for the following reasons:

- Internal record keeping
- Where appropriate, keep you informed about students under your care
- We may use the information to improve our products and services to you, your institution/agency, and/or students under your care
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, or mail. We may use the information to customise the website according to your interests.



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- We may request to share this data with third party inspection bodies such as Aegis or the British Council. This will assist us in becoming an accredited Guardianship Organisation and improve the quality of our services. We will inform you of this in advance. The inspection bodies will delete the data from their systems after the inspection is over.

### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. We are also committed to not keeping personal information for longer than necessary.

### 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.

### Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.



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### Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [hello@studylinks.co.uk](mailto:hello@studylinks.co.uk). We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You can, at any time, ask to see what data we hold about you or withdraw your consent to our processing your data.

You may request details of personal information which we hold about you under the General Data Protection Regulation Act of 2018. If you would like a copy of the information held on you please write to: Study Links, 4 Park Bottom, Bradford, West Yorkshire, BD12 0UA ([hello@studylinks.co.uk](mailto:hello@studylinks.co.uk)).

If you believe that any information, we are holding on you is incorrect or incomplete or you do not wish to be contacted, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.