



## **Privacy Policy**

This privacy policy defines how SIES uses and protects any information provided by you when you use this website. SIES is committed to ensuring your privacy is protected. The information you fill in here will only be used in accordance with this statement. SIES holds the rights to change this policy from time to time, so this page will also be updated. You should check this page from time to time to ensure that you are aware of any changes.

### **WHAT DO WE COLLECT?**

We collect the following information: -

- Personal and family details
- Contact information including email address, phone number, address
- Demographic information such as postcode, preferences and interests
- Employment details
- Educational documents and
- Any identity proof

## WHAT WE DO WITH THE INFORMATION?

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

- Internal record keeping
- Employment assistance
- To enable the end user to use resources provided on our site
- Use feedback to improve our services
- To send periodic emails pertaining to our courses
- To respond to inquiries, questions, and/or other requests

## 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 collected online.

## 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.