

Privacy Policy for RM Collaborate (Sept 2014)

RM has created this privacy policy statement in order to demonstrate our firm commitment to the privacy of our customers/users of RM Collaborate. The following discloses our information gathering and dissemination practices for RM Collaborate.

Cookies

RM Collaborate uses cookies, which are small text files on your computer. A cookie contains identifying information. The cookie is used to make the link between you and the information you have provided to RM Collaborate. This allows us to remember your preferences and enables us to use tools such as Google Maps within RM Collaborate. The creation of a cookie on your computer does not give RM Collaborate any access to other information such as your email address.

The European Union Directive on Privacy and Electronic Communications (the "Directive"), which came into force on 31st July 2002, recognises that cookies are a "legitimate and useful tool" for many activities, including verifying the identity of web site users. The Directive makes it compulsory for websites to inform users if cookies are being used, and to provide some information on how cookies are used.

We use cookies on RM Collaborate to improve your experience and mainly so that we don't have to ask you for your information on every page you visit.

How we may use your personal information

We (or third-party data processors acting on our behalf) may collect, store, and use your personal information for the following purposes:

- to make RM Collaborate available to you and to provide you with content which is tailored to your individual tastes;
- to provide you with services that you request and to respond to any enquiries you submit to us; and
- monitor, develop and improve the services and/or your experience within RM Collaborate.

Contact Information

The RM Collaborate registration requires you to provide us with certain contact information (e.g. your name and email address). We sometimes use this contact information to send you information about our company and our products and services by phone, email, fax, etc. This contact information is also used to contact you when necessary (e.g. if there is an issue with RM Collaborate that we need to talk to you about). If at any time you wish to stop receiving information from RM please contact us and we will update our records accordingly.

This site may contain links to other sites. RM is not responsible for the privacy practices or the content of such websites.

News Feeds, Forums & Personal Information

RM Collaborate includes news feeds and may in the future include such features as chat rooms, forums, message boards, and news groups. Please remember that any information that is disclosed in these areas could be shared with other users within the service provided to you. This information, whilst available only to those users of RM Collaborate that are within your group of establishments/services could become public information by virtue of the fact that we cannot control how those users treat the information you share. You should therefore exercise caution when deciding to disclose your personal information.

RM Collaborate allows authorised users to upload certain information to the service or share information with other users, it is your responsibility to ensure that in doing so you are acting in accordance with the RM Collaborate Terms and Conditions, the latest version can be found [Here](#).

Security

RM Collaborate has security measures in place to protect the loss, misuse and alteration of the information under our control. All instances of unauthorised attempted access to RM Collaborate are logged and investigated. Where necessary RM will inform law enforcement agencies or other relevant organisations regarding misconduct.

Email

At RM we respect the privacy of email accounts and we store your email addresses just as securely as other information within RM Collaborate. However, we may use email to keep you up to date with news about products, services and offers that we think may be of interest to you. If you do not want to be kept informed in this way by email, please let us know. You can do this by choosing the unsubscribe option within the email.

Where we store your personal data

Your personal information is stored on a secure server hosted in Microsoft Azure which has in place security measures in place to protect your personal data.

RM is a global organisation; therefore, your data may be transferred to any of our operating businesses throughout the world.

Your personal data may be processed by staff operating outside the European Economic Area ("EEA") who work for us (employed by our wholly owned subsidiary, RM Education Solutions India Pvt). Such staff may be engaged in, among other things, the provision of support services. By submitting your personal information, you agree to RM transferring, storing and processing your personal information outside the EEA. If you do not agree to this procedure you should not use our services.

Access to information

The Data Protection Act ("Act") gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 towards our costs in providing you with details of the information we hold about you. You can however see all of the information we hold about you through the pages of RM Collaborate with the exception of the user permissions associated to you, these are held by your programme manager.

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

In this privacy statement, all references to "RM" means RM Education Limited.