



# Terms of Service & Privacy Policy

[www.elstreeutc.co.uk](http://www.elstreeutc.co.uk)

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Elstree University Technical College  
The creative college that specialises in behind-the-scenes  
media production, performing arts and the entertainments industry.

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# Elstree University Technical College

Also known as: EUTC, Elstree UTC, The Elstree UTC

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## TERMS OF SERVICE & PRIVACY POLICY WWW.ELSTREEUTC.CO.UK

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**Author: Media Communications Manager**

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**Date approved by Governors: Currently being ratified**

**Date reviewed by SLT: 20/3/2017**

**Comments:**

*This policy is regularly monitored by the Principal & Governing Body to ensure that it is working as effectively as possible.*

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### **Monitoring, Evaluation and Review:**

The Principal, Senior Leadership Team and Governing Body will review this policy at least once every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout by the Elstree UTC.



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## Modifications

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Elstree University Technical College may revise these terms of service for its website at any time without notice. By using this website you are agreeing to be bound by the then current version of these terms of service.

## Governing Law

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These terms and conditions are governed by and construed in accordance with the laws of Borehamwood, UK and you irrevocably submit to the exclusive jurisdiction of the courts in that State or location.

# Privacy Policy

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Your privacy is important to us.

It is Elstree University Technical College's policy to respect your privacy regarding any information we may collect while operating our website. Accordingly, we have developed this privacy policy in order for you to understand how we collect, use, communicate, disclose and otherwise make use of personal information.

We have outlined our privacy policy below.

- We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- Before or at the time of collecting personal information, we will identify the purposes for which information is being collected.
- We will collect and use personal information solely for fulfilling those purposes specified by us and for other ancillary purposes, unless we obtain the consent of the individual concerned or as required by law.
- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up-to-date.
- We will protect personal information by using reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.
- We will make readily available to customers information about our policies and practices relating to the management of personal information.
- We will only retain personal information for as long as necessary for the fulfilment of those purposes.

We are committed to conducting our business in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained. Elstree University Technical College may change this privacy policy from time to time at Elstree University Technical College's sole discretion.

For further reading, please visit: <https://www.schoolguide.co.uk/about/privacy-policy>