

City College Peterborough Cookies Policy

City College Peterborough uses "Cookies" to identify the areas of our website that you have visited. A Cookie is a small piece of data stored on your computer or mobile device by your web browser. We use Cookies to enhance the performance and functionality of our website but are non-essential to their use. However, without these cookies, certain functionality like videos may become unavailable or you would be required to enter your login details every time you visit the website as we would not be able to remember that you had logged in previously. Most web browsers can be set to disable the use of Cookies. However, if you disable Cookies, you may not be able to access functionality on our website correctly or at all. We never place Personally Identifiable Information in Cookies.

Cookies for Advertising

These cookies collect information over time about your online activity on the website and other online services to make online advertisements more relevant and effective to you. This is known as interest-based advertising. They also perform functions like preventing the same ad from continuously reappearing and ensuring that ads are properly displayed for advertisers. Without cookies, it's really hard for an advertiser to reach its audience, or to know how many ads were shown and how many clicks they received.

Know your data rights

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact **The Data Protection Officer, City College Peterborough, Brook Street, Peterborough PE1 1TU or**

Email: DPO@citycollegepeterborough.ac.uk

You also have:

- the right to ask for a copy of personal data that we hold about you
- the right (in certain circumstances) to request that we delete personal data held on you; where we no longer have any legal reason to retain it.

Please note that due to the nature of our business, there are very restricted circumstances where you would have the right to have your data deleted, these are shown below:

- if you have made an enquiry that has not resulted in an enrolment
- if you are on a course which does not attract funding and does not lead to a formal qualification AND we have never in the past received any funding to offer you a course or other service or issued you with a formal certificate
- if you access a 'drop-in' Hub without having been referred
- the right to ask us to update and correct any out-of-date or incorrect personal data that we hold about you
- the right to opt out of any marketing communications that we may send you
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Or **Information Commissioners Office Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF**