

Your Information

**Jargon Free Guide to Collection,
Storage and Use of Data.**

Collection and Storage

You can browse the Site without telling us who you are or revealing any personal information about yourself. However, once you give us your personal information, you are no longer anonymous to us.

If you choose to provide us with personal information, you expressly consent to us transferring that information to, and storing it on, servers currently located in Greater London, UK. As part of this process we may transfer your personal information between our main office and the server location which is remote and that we will transfer and store your information in a safe, confidential and secure environment.

We may collect and store the following personal information about you:

- email address, physical address, telephone number and other contact information, and (depending on the service used) sometimes financial information, such as credit card or bank account details;
- community discussions within forums, chats, dispute resolution, correspondence through the site, correspondence sent to us and feedback;
- computer sign-on data, statistics on page views, information and statistics on traffic to and from the site (including the URL you just came from and the URL you go to next, whether they are URLs on our site or not), advertising data, IP address, browser information and standard web log information.

Marketing by Third Parties

We do not GIVE your data to anyone outside of the IFL. We don't sell or rent your personal information to anyone outside of your agreements with the IFL. We may, however combine your personal information with information on other users and information we collect from other companies (such as demographic data). This information will be de-personalised before being combined with that of other members for disclosure to advertisers, analysts and other third parties.

Use by the IFL

Our primary purpose in collecting personal information is to provide you with a safe, smooth, efficient, and customised environment and service.

We may use your personal information to:

- provide the services and support you need or request for your professional development;
- resolve disputes, collect fees, and troubleshoot problems;
- prevent potentially prohibited or illegal activities, and enforce the IFL's data code and agreement.
- customise, measure, and improve our services and the Site's content and layout;
- tell you about our existing services, changes to our existing services, new services, events, opportunities and seasonal activities based on your notification preferences; and
- compare information for accuracy and verify it with third parties.

Accessing, Reviewing and Changing Your Personal Information

You can see, review and change some of your personal information by logging into the 'Members Area' of the Site. You must promptly update your personal information if it changes or is inaccurate.

e.g. address/name changes, etc

Security

We use standard industry practices, including encryption, passwords and physical security, to protect your personal information against unauthorised access and disclosure. However, as you probably know, third parties may unlawfully intercept or access transmissions or private communications, and other users may abuse or misuse your personal information that they collect from the site. Therefore, although we work very hard to protect your privacy, we do not promise, and you should not expect that your personal information or private communications will always remain private.

Third Parties

Except as otherwise expressly included in this Privacy Policy, this document addresses only the use and disclosure of information we collect from you. If you disclose your information to third parties, different rules may apply to their use or disclosure of your information. The IFL is not responsible for the privacy practices or content of linked websites. We would encourage you to read the privacy statements of other websites, since their privacy policy may differ from ours and before you disclose your personal information to them.

General

We may amend this Privacy Policy and the IFL Data Code at any time by posting the amended terms on our site. All amended terms shall take effect automatically 30 days after they are initially posted on the site. In addition, we will notify you in accordance with your notification preferences or by posting an announcement on our 'Member's area' on our website.

To see a full description of this Privacy Policy, please see the IfL Data Code. If you have any questions about this Privacy Policy, please contact The IFL on 0870 757 7894 or email the Data Services Manager at dataprotection@ifl.ac.uk

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