

# Sage Institute Privacy Policy

At Sage, we are committed to ensuring the highest standard of privacy for your information. As a visitor using a Sage website, we understand how important the privacy of your personal information is to you. The following statement addresses relevant privacy issues for Sage Institute of Education. If you have any further questions relating to this privacy statement, please do not hesitate to email us.

## **Statistical data we collect**

For each visitor to our web site, our web server collects the following type of information for statistical purposes:

- The number of users who visit the website,
- The date and time of visits,
- The number of pages viewed,
- Traffic patterns

This is anonymous statistical data and no attempt will be made to identify users or their browsing activities. We use this data to evaluate our website performance and to improve the content we display to you.

## **When you provide information**

When you provide us with personal details, e.g., when requesting more information, we will request personal information such as your name and address, your e-mail address and a contact phone number. This information is important so we may contact you when necessary on issues relating directly to the course in question. We will not use your personal information for any purpose which is not related to the products or services we provide to you or for any purpose for which you would not reasonably expect us to use the information. Your information may be used by Sage Institute of Education to enable us to offer you other products and services that will enhance our relationship with you. It is your decision whether you wish us to provide this service to you. We may release information about you where there is a duty to the public to disclose that information. However, we will not sell or disclose your information to any individual or entity outside Sage Institute of Education for marketing purposes.

## **Email Addresses**

We may use your email address to send our regular communications which provide information, updates on new services and special offers.

It is our policy to only email customers who give us permission to do so. If we send you an email for a commercial purpose, we will give you the option of not receiving further communications of this nature.