

Disclaimer, Privacy, Content and Links Policy

1. Introduction

The purpose of this policy is to set out the position of Life Long Learning 4 Living on data protection and content issues regarding its website. Further reference can be made to the company's data protection policy, both of which comply fully with the General Data Protection Regulations [GDPR].

2. Disclaimer

Whilst every care has been taken in the compilation of this website and every attempt made to present updated and accurate information Life Long Learning 4 Living cannot guarantee that inaccuracies will not occur. The purpose of this website is to provide helpful advice and information on the services provided by Life Long Learning 4 Living and should not be taken as a definitive guide on issues relating to adult social care; legal and/or other advice should be sought from a professional adviser. Life Long Learning 4 Living will not be held responsible for any loss damage or inconvenience caused as a result of any inaccuracy or error within these pages.

Occasionally, links will appear on our site to other organisations which are provided purely for your convenience and are not an endorsement of that organisation or the content of their websites. In addition, no responsibility is assumed by Life Long Learning 4 Living for the contents of its pages.

If you discover any information which you believe to be inaccurate or inappropriate please notify us.

3. Privacy

Life Long Learning 4 Living keeps all personal data securely and confidentially in accordance with the Data Protection Act 2017, whether this is held on paper or electronically.

3.1. Personal Information we collect

We will store your personal information only if you choose to provide us with it, for example by completing a form on this site or speculative CVs. Any information you provide us with will be used only for the purpose which you have submitted it and will not be sold or passed on to third parties.

3.1.1. Website Visitors

Each time our website receives a visitor the company collects standard internet information as well as details of visitor behaviour patterns and this is done to help us identify the number of visitors to each part of the website. This data is depersonalised so that visitors cannot be identified.

The company also uses tools such as Google Analytics to help analyse the use of our website. This tool uses 'cookies' which are information text files stored on your computer to collect standard internet logs and visitor behaviour information. The information generated by this file, the 'cookie', includes your IP address and is transmitted to Google. The purpose for this is to evaluate visitor use of the website and to provide a statistical report for Life Long Learning 4 Living.

Life Long Learning 4 Living will not, nor will it allow a third party, to use any statistical information to or collect any information that makes visitors to our website personally identifiable. Google will not associate your IP address with any other data held by Google and neither shall they seek to link any personal identifiable information to your IP address.

3.1.2. Job Applications

When a job applicant applies to work at Life Long Learning 4 Living, we will only use the information supplied to us to process the application and to monitor recruitment statistics. A 'disclosure' is obtained from the Disclosure and Barring Service (formally known as the Criminal Records Bureau) for all applicants. Recruitment statistics that are retained are depersonalised so individuals are not identifiable and recruitment materials for unsuccessful candidates as well as speculative CVs are retained for no longer than 6 months before being destroyed.

3.1.3. Complaints or Queries

Life Long Learning 4 Living endeavours to meet the highest standards in terms of its data handling practice and for this reason we take and complaints we receive very seriously. If you feel that our collection or use of personal information is unfair, misleading or inappropriate then we would welcome any suggestions for improving our procedures.

In many circumstances we will not disclose personal data without consent, however when we investigate complaints we will need to share information with the organisation concerned and other relevant bodies.

4. Content

All content appearing on this site, including but not limited to text, images and downloadable documents are the intellectual property of Life Long Learning 4 Living Ltd unless otherwise stated.

The content of this website may be used by others on the condition that written permission is obtained from the Managing Director of Life Long Learning 4 Living Ltd and credit is given to Life Long Learning 4 Living.

5. External Links

Life Long Learning 4 Living will link only to websites which add value to our services by providing useful information and/or third parties who work in partnership with the company or who are participating in events hosted by the company. Life Long Learning 4 Living will not link to websites which are: commercial; out of date; party political; or containing content which is unlawful, defamatory and/or offensive.

Links will appear in the context of the content and Life Long Learning 4 Living is not responsible for the content of the websites being linked to. The company reserves the right to remove links without any notice or explanation.

6. Monitoring

This policy will be reviewed annually or when a change in legislation occurs.

7. Contact Us

Request for more policy information can be made by email to oliver.greenwood@lifelonglearning4living.co.uk