

ClickClass™ Data Protection Policy 01/05/2009

LightMedia Communications Limited (“LightMedia”) provides ClickClass™ e-learning services (“e-Learning Services”) to the client and this is our Data Protection Policy.

LightMedia recognise that when you choose to provide us with information about yourself, you trust us to act in a responsible manner. That’s why we have this policy that protects your personal information.

By submitting personal data to this web site, or by using this site, you give your consent that all personal data you submit may be processed in the manner and for the purposes described below.

What personal information do we collect?

When making a purchase with LightMedia, we will collect your contact information, which includes name, address, email address and phone number, as well as payment information.

Protecting your privacy

We will take appropriate steps to protect your privacy. Credit card numbers are used only for payment processing and are held by PayPal and not retained by LightMedia.

Use of cookies

LightMedia uses cookies for various reasons, for example, cookies enable us to track information during the registration process. If you choose to disable cookies in your browser, you will not be able to carry out a transaction with LightMedia or use the ClickClass™ product.

If you do nothing other than read pages or download information while using this web site, we will capture and store information about your visit. This information will not identify you; it relates to:

- the Internet domain (e.g. www.company.co.uk) and IP address from which you access the web site
- the type of browser (Internet Explorer or Netscape) and operating system (Windows, UNIX) you use
- the date and time of your visit
- the pages you visit
- the address of the web site from which you linked to us (if applicable).

We use this information to make each visit more rewarding, and to provide us with information to help improve our service. We do not know (and do not want to know) the identities of people who visit us in this way.

Data storage in the U.K.

Any information that LightMedia needs to store and process will be carried out on databases located in the UK, and in full compliance of the Data Protection Act.

How can you update the personal information you have provided to us?

You can help LightMedia maintain the accuracy of your information by notifying LightMedia of any changes to your address, title, phone number or e-mail address. You can do this by updating your personal details from within your LightMedia Control Panel.

The personal information we collect and maintain will be subject to the version of the Privacy Policy in effect at the time of collection. We reserve the right to change the Privacy Policy from time to time and will provide notice of these changes on the Privacy Policy pages of our web site. You should make sure you periodically review the Privacy Policy to make sure it meets your needs.

Disclosure Policy

Personal and account information

LightMedia will not otherwise disclose its customers' personal and account information unless LightMedia has reason to believe that disclosing such information is necessary to identify, make contact with, or bring legal action against someone who may be causing harm or interfering with the rights or property of LightMedia, LightMedia' customers, or others, or where LightMedia has a good faith belief that the law requires such disclosure.

LightMedia disclaims any intention to censor, edit or engage in ongoing review or surveillance of learning content or communications stored on or transmitted through its facilities by customers or others. LightMedia will, however, review, delete or block access to material or communications that may harm LightMedia, its customers or third parties or otherwise infringe the rights of third parties.

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