

## Copyright

**The Data Protection Act** - Under the Data Protection Act, we have a legal duty to protect any information we collect from you. We do not pass on your details to any third party or government department unless you give us permission to do so.

**What information do we collect?** - We collect two kinds of information from visitors to the ELITE: feedback (through visitors emailing us) and site usage information, from cookies and log files.

**Feedback** - We welcome your feedback. If you send an email or letter to us, asking for information, we may need to contact other government departments to find that information. If your question is technical, we may need to pass it to our technology suppliers.

We do not pass on any of your personal information when dealing with your enquiry, unless you have given us permission to do so. Once we have replied to you, we keep a record of your message for six months for reference and audit purposes, after which it is deleted.

**Cookies** - Cookies are pieces of data that are often created when you visit a website, and which are stored in the cookie directory of your computer. The cookies do not contain any personal information about you, and they cannot be used to identify an individual user.

You can set your browser not to accept cookies. Please note that if you do set your browser not to accept cookies many of the features may not work correctly.

**Log files** - Log files allow us to record visitors' use of the site. The web teams analyse the log file information from all our visitors. We use this information to make changes to the layout of the website and to the information in it.

Log files do not contain any personal information and they are not used to identify any individual patterns of use of the site.

**What happens when I link to another site?** - We do not pass on any personal information you have given us to any other site. ELITE contains links to other websites, both of government departments and of other organisations. This privacy policy applies only to our site, so you should always be aware when you are moving to another site and read the privacy statement of any site which collects personal information.

We do not pass on any personal information you have given us to any other site.

**Linking to our site** - See our **Links Policy**.

**Access to your information and contacting E.L.I.T.E** - If you wish to see our records of any correspondence you have sent to us, or if you have a query or complaint about this privacy policy or about the site, you can contact us by email [info@elitestaffordshire.co.uk](mailto:info@elitestaffordshire.co.uk)

**Changes to this privacy policy** - If this privacy policy changes in any way we will place an updated version on this page. Regularly reviewing this page ensures you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

Updated March 2010

Due for Review March 2011