Vocare is committed to respecting and protecting your privacy online. Vocare aims to meet the standards of best internet practice and will act in accordance with current applicable legislation.  This policy outlines how we keep your information safe and secure, and explains what we do with the personal details that you provide us with. This Policy applies to all our Services and does not include any linked third party website. Users should carefully examine the privacy statements of sites linking to or from our Services. Any Personal Information that you choose to provide to other sites will be subject to the Privacy Policies of those websites. Of special relevance is the website we use to do the online profiling which is operated by the Morrisby Organisation (TMO). Your use of this website is governed by their Terms and Conditions and you will be asked to accept these Terms on registration or first visit, after which by accessing and/or otherwise using their website, you accept their terms.

**Use of personal information provided by the user:**

We use this personal information provided by an individual (e.g. name, address, school, telephone number, email address etc.) to deliver support services including but not limited to, vocational guidance assessment and profiling status, feedback, answering queries and enquiries and adviser access.

Vocare does NOT sell your Personal Information to third parties. All personal information is held securely, in accordance with the Data Protection Act.

**Access to your Personal Information**

In addition to the Support Team at Vocare and TMO, relevant approved advisers at your centre of education, for example your school Careers Adviser, will have access to your information and TMO Services results. Vocare will ensure that surreptitious viewing of your data is prohibited to unauthorised individuals.

Aggregate Information

This is information that we might collect about a group or category of users which does not include anything that links the information to particular individuals. Aggregate information helps to develop the TMO profiling site in line with user preferences. It also enables us to carry out research and statistical analyses. . These analyses may be used for product development purposes and may be passed to third parties but without reference to your name or email address.

**Cookies**

A cookie is a small file which often includes an anonymous unique identifier that is stored on your computer's hard drive. Any website can place a cookie on your computer if your browser settings` allow it. Cookies can only be accessed by the website that placed it on your computer originally. This helps protect your privacy.

Vocare utilises cookies to recognise users and to increase the efficiency of your interactions with our Service.

Users have control of what cookies can be placed on their machine using the option settings of their browsers. For more information about cookies, and how to block and delete them visit <http://www.vocare.co.uk/cookie-info>

**Updating our Policies**

This Privacy Policy will be updated from time to time in line with changes in legislation, technology, or the service offered. Any substantial changes in the way Vocare obtains or uses your personal information will show prominently on this policy document.

**Termination**

All data received by Vocare will be afforded protection, whether in manual or electronic form in line with the principles of the Data Protection Act. When the data is no longer required or fit for purpose, it will be destroyed or expunged from our systems.

You can ask Vocare to remove your data from our records by emailing mail@kremer.plus.com. Any information we are required to keep by law will be kept to the absolute minimum.

**Questions/Enquiries**

If a user has any questions or enquiries about this policy or personal data provided to Vocare, applications should be made in writing to Vocare 23 Goodyers Avenue, Radlett Herts, WD7 8AZ.