

Scheme Marketing Ltd Privacy Policy

The following provides details about our Privacy Policy. This policy only applies to the myVIP and Scheme Marketing websites and not to the websites of other companies, individuals or organisations to which we provide links.

In general, we use the personal information that we collect from you to increase the efficiency of this site for you. We only collect the minimum information required to provide our service and do not ask for additional personal information.

Q: Why do we need your e-mail address?

A: To be able to let you access the range of Virtual Industry Placements available through the myVIP site and to enable simple registration of the VIP's that you are interested in. We will never sign you up to a VIP without your consent.

Q: What other personal data do we need to collect?

A: Your Name and the Password you choose to supply. This is to protect your privacy and ensure that other people cannot sign on to the site in your name without your permission. When registering through a school or other education provider we also register you as being part of a particular organisation. This is to help us administer the Study Groups that education providers can set up.

We may from time to time send you details of site and scheme developments but these will come directly from Live and Learn Online Ltd, and we will not disclose your details to third parties for this purpose.

If we are requested by the police or any regulatory or government authority investigating suspected illegal activities, or in response to a UK court order, to access and disclose individually identifiable information concerning your activities whilst using our website, we shall do so (but we will, where reasonably practicable, notify you in advance of any court order). We also reserve the right to disclose individually identifiable information to third parties where a complaint arises concerning your use of our website, and that use is deemed by us inconsistent with this policy.

Q: How can I update my personal information?

A: We utilise a Profile page in the 'my menu', which enables you to update your personal information at any time. This allows us to maintain accurate and up to date personal data.

Q: Who makes sure we keep our word?

A: Any details which you provide to us from which we can identify you are protected by the Data Protection Act 1998.

Q: Do Scheme Marketing sites use cookies?

A: Yes. Cookies are small files that are placed on your computer by your browser. We use them to save information that helps you - for example to save you entering your personal details every time you re-visit the site. The cookies contain no personal details about you. You can disable cookies by changing your browser preferences, but may find you have to enter the same information over and over again if you use a personalised part of the service regularly.

Q: Why do I need consent to use the site if I am 16 and under?

A: If you are aged 16 or under, please get your parent/guardian's/teachers permission beforehand whenever you provide personal information to our website.

Q: Can the individual providing the Virtual Industry Placement information access my personal data including my email address?

A: The myVIP programme uses a unique piece of software that has been developed specifically for this scheme. It enables contributors to write and send emails without direct access to email addresses. Data provided by you is not available to contributors or their organisations and is held in a secure manner.

Q: Will I receive marketing and promotional information from placement contributors that I register with?

A: Part of the contractual agreement with organisations providing the content for the Virtual Industry Placements is that they may not use the system for marketing purposes. All emails are checked both by our computer system and by human verifiers to ensure quality and appropriate content.

Q: How can I contact Scheme Marketing Ltd?

A: If you wish to email us with any questions or comments about myVIP, Virtual Industry Placement or Scheme Marketing, then please [click here](#).

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