

## VGEC privacy policy

The Virtual Genetics Education Centre is a web-based collection of learning resources developed and maintained by the GENIE CETL in the Department of Genetics at the University of Leicester.

The VGEC respects the privacy of its users and contributors, and aims to act in a manner consistent with the UK Data Protection Act 1998 and current best practice on the Internet.

When you supply any personal data to the VGEC, we have a legal responsibility to you in the way we use that information. We must collect it fairly and inform you about how we intend to use it. Personal data includes any information that might allow others to identify you as an individual (for example, your name or email address).

You supply personal data to the VGEC when you complete one of the site's web forms, either to comment on the site as a whole, evaluate a specific learning resource, or suggest/submit a learning resource yourself. The information we collect will include your name and email address. We may also collect other information – including your position and organisation – if you choose to supply it.

If you are under the age of 16, please get permission from your parent or guardian before you submit personal data to the VGEC.

We also collect information about visitors to the site automatically. This information is used to monitor the use of the site, in terms of the geographical location of visitors and the pages they visit.

The VGEC will hold personal data for administrative purposes and to improve the usefulness of the VGEC and its resources. All personal data will be processed in accordance with the UK Data Protection Act 1998. We will not sell, rent or otherwise make your information available to any third party without your express permission unless we are required to do so by law.

Any personal data that you supply to the VGEC will be held securely to prevent unauthorised access or use. You can gain access to the personal data we hold about you by contacting the VGEC Administrator. If the information we hold is inaccurate or incomplete, please inform us and we will do our best to correct it.

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