

## Privacy and Cookies

### General Privacy

This online privacy statement applies only to websites within our domain. We should make it clear that this privacy policy (the one you're reading) only applies to websites owned and operated by Medical Communication Skills Ltd. Under the Data Protection Act 1998, we have a legal obligation to protect your personal information. We have security measures to safeguard your data and apply security standards and controls to prevent any unauthorised access to it.

No name, address or specific user details are recorded from routine site visits and we will not attempt to identify individuals from such information unless necessary to investigate a breach of law or regulation. We do not pass on your details to any third party or government department unless you give us the permission to do so or the law requires/permits it.

Circumstances where Medical Communication Skills Ltd will attempt to identify your personal details are:

- In the event of an investigation when a law enforcement agency may exercise a warrant to inspect the Internet Service Provider's or our website records
- If you request information, submit an application under Freedom of Information for access to personal information Freedom of Information, or make a formal complaint.

If you complete any of our online forms, we will use your personal information to deal with your request. This may mean we need to pass your details on to third party service providers in the course of dealing with your request. These third parties are obliged to keep your details securely and use them only to fulfil the request. If you have any concerns or questions relating to Data Protection or this Privacy Statement then please contact us.

### Cookies

We want our website to work well for you. For a website, this sometimes involves placing small amounts of information on your device, for example, computer or mobile phone. These are small files known as cookies. They cannot be used to identify you personally.

There are four types of cookies that we may use:

**Analytical Cookies:** These cookies allow us to count the number of visitors to our website, and to see how they use it. These cookies don't gather information that identifies you. All information these cookies collect is anonymous and is only used to improve how our website works.

**Functional Cookies:** These cookies remember your preferences everytime you visit our website (i.e. language, font size, etc.).

**Essential Cookies:** These cookies are essential as they help our website function properly. They enable you to complete our online forms, make a payment, submit applications, etc. They do not contain any personal information.

**Other Cookies:** Some of our web pages use embedded content from third party sites (such as Twitter and Flickr) and these sites may use cookies. We do not control how third party sites use their cookies and for more details you need to check their privacy policies.

Should I disable cookies?

We recommend you allow the cookies set by this website as they help us provide a better service. If you do not want to receive cookies from this website:

- select Cookie Settings under the Privacy Settings in your Browser Options
- add our Domain ([www.medicalcommunicationskills.com](http://www.medicalcommunicationskills.com)) to the list of websites you do not want to accept cookies from

Under "settings" you can also delete individual cookies or any cookies that your browser has stored.

Please note: If you choose to disable cookies then some of our applications will not work and you may not be able to book, pay or receive online access to our services or downloads. Therefore, in order to get the best out of our website you will need to ensure that you allow cookies.