Privacy Policy – Manage My Career

General statement

Manage My Career fully respects your right to privacy and will not collect any personal information about you on this website without your consent. Any personal information which you volunteer to us will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection Acts, 1988 & 2003. By using the Manage My Career website, you consent to the data practices described in this statement.

Forms and personal information

Manage My Career collects and uses your personal information to operate the Manage My Career website and deliver the services you have requested. Anytime you submit information to the Manage My Career website, this information is stored in a database. We will never give this information to any parties outside Manage My Career.

From time to time, we send out emails to update you on relevant information. We make every effort to make sure you do not receive unnecessary information. You can remove yourself from our database at any time by sending an email to [info@managemycareer.ie](mailto:info@managemycareer.ie)

Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. The Manage My Career website uses “cookies” to help you personalise your online experience.

Our website requires the use of some cookies for the following operations:

* to track our visits and sales
* to enable you to add courses and products to your basket
* to complete the sign-up process

Children

We encourage all persons under 18 to receive the approval of their parent(s) / legal guardians before submitting any information to the Site. We believe that it is the responsibility of parents to supervise children when on-line and we recommend that parental control software be put in place.

Changes to this privacy policy

We have the discretion to update this privacy policy at any time. We regularly review this policy. You should check this page regularly for updates to this policy.

Contact Information

Manage My Career welcomes your comments regarding this Statement of Privacy. If you believe that Manage My Career has not adhered to this Statement, please contact us at [info@managemycareer.ie](mailto:info@managemycareer.ie)