

PRIVACY POLICY



The Light Within Limited t/a The MOSAIC Collective ("We") are committed to protecting and respecting your privacy. This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. By visiting [www. www.mosaiccampus.com](http://www.mosaiccampus.com) (**our site**) you are accepting and consenting to the practices described in this policy.

INFORMATION WE MAY COLLECT FROM YOU AND YOU GIVE TO US

- You may give us information about you by completing the contact us form on our site.
- We may also collect website usage statistics through Google Analytics.

We will use this information:

- to provide you with information about services as requested by you;
- to carry out our obligations arising from your requests and to provide you with the information and services that you request from us;
- to improve the services we provide to you through this site; and
- where we have a legal right or duty to disclose your information (ie, in relation to an investigation by a public authority or in a legal dispute).

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.

CONTROLLING COOKIES

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.aboutcookies.org or www.allaboutcookies.org.

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.

DISCLOSURE OF YOUR INFORMATION

We will never lease, distribute or sell your information to third parties unless we have your permission or the law requires us to.

WHERE WE STORE YOUR DATA

Any personal data provided by you is processed in London, UK where we are based and in any data processing facility operated by third parties identified in this policy. By submitting your personal

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data, you agree to the transfer, storing or processing by us. If we process, transfer or store your personal data outside the EEA in this way, we will take steps to ensure that your privacy rights continue to be protected as outlined in this policy.

HOW WE PROTECT YOUR PERSONAL DATA

We will hold your data securely. Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

HOW LONG WE KEEP YOUR PERSONAL DATA

When we collect or process your personal data, we only keep it for as long as necessary for the purpose for which it was collected. At the end of that retention period, your data will be deleted completely.

ACCESS TO INFORMATION

You can exercise your right to access information held about you by contacting us at hello@themosaiccollective.co. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

CHANGES TO OUR PRIVACY POLICY

We will update this policy in line with the Global Data Protection Regulation. Any changes we may make to our policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our policy.

CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to hello@mosaiccampus.com