



Data Protection Statement

The Association of Language Testers in Europe (ALTE) is an association of providers of European foreign language examinations. The European Association for Quality Language Services (EAQUALS) is a pan-European association of institutions which provide language courses and have a commitment to high standards and infrastructure.

ALTE/EAQUALS are committed to protecting the privacy and confidentiality of information provided by those parties ("Users") who install and use its electronic European Language Portfolio ("eELP") and associated website at www.eELP.org and we uphold the relevant data protection principles and process all personal data in accordance with the Data Protection Act 1998.

Collection of personal information

In order for Users to use our eELP and associated services and to gain the full benefits of such services we need to collect and process various personal data. Prior to accessing our eELP which requires you to enter a password, Users may be asked to complete an on-line form(s) which requests personal data about Users, such as their name, e-mail address and languages of learning.

Processing of data

The personal data we collect is used to process your request for our services, to provide such services, and to keep records of those who use our services so that we can contact Users in the event that any other relevant product, service or update becomes available and inform Users of other ALTE/EAQUALS services that may be of interest to them. If you do not wish to receive updates concerning the eELP and/or other ALTE/EAQUALS services that may be of interest, please e-mail us at ESOLwebmaster@ucles.org.uk, or write to us at the address below.

Disclosure of information to third parties

We will use our reasonable endeavours not to disclose Users' information to any other third parties, unless we are required to do so by law or any court order, or a User consents to such disclosure.

Security

The eELP and associated websites have security measures in place with the aim of protecting the loss, misuse or alteration of the information Users store in their eELP or provide to us.

International

Users of the service that are based outside the European Economic Area agree to ALTE/EAQUALS transferring their personal data to and from their own country in order to permit their use of the service.

Modifying / Removing your personal information

Users may change their registered details in any way or request that their personal data is removed from our systems by e-mailing us at ESOLwebmaster@ucles.org.uk

Comments / Questions

ALTE is based at 1 Hills Road, Cambridge, Cambridgeshire, CB1 2EU, United Kingdom. Any comments or questions about our Data Protection and Privacy Statement may be sent to us by e-mailing ESOLwebmaster@ucles.org.uk or writing to us at the above address.

Changes to this statement

We will notify Users of changes to this Data Protection and Privacy Statement by displaying them on a web page at www.eELP.org/dataprotection.pdf