

## Privacy Policy

Your privacy is very important to us and that is why we make sure we protect it. Mooce will never give, sell, lease, rent, trade or otherwise disclose any personal information that is provided to us by you. Any information you provide us with, will be held by us in the strictest of confidence. Any information we collect and use from you, will only be used in the ways we disclose in this policy. This policy applies solely to information collected at the Mooce website or through any other form of correspondence.

### What we may collect from you

- Your name
- Your contact details including an email address
- Information relevant to the services we offer, including information deemed necessary for billing purposes.

### Disclosure or resale of information to third parties

Mooce will never give, sell, lease, rent, trade or otherwise disclose any information provided to us through our website, including information collected via contact forms, email lists or through any written or verbal correspondence, by you.

### Links to other websites

The Mooce website contains links to other websites. Should you use these links to visit other websites Mooce can no longer be held responsible for the protection and privacy of any information you choose to provide while using these sites. Should you provide any website reached through links on the Mooce website with any personal information, the Mooce privacy

policy will no longer be applicable. We advise that you take the time to read the privacy policy of each website you visit.

## Our email list

Those joining our email list will be added to our email database. We will never give, sell, lease, rent or trade email addresses that are included and/or used on the Mooce email database.

## Unsubscribe policy

Mooce endeavours to only send emails to those who want to receive them. Should you choose to no longer receive emails from Mooce, clicking on the 'unsubscribe' link found at the bottom of our electronic correspondence will automatically remove you from the Mooce emailing list. We endeavour to fulfill the needs of you, our client. We have no desire for you to sign a contract that you do not understand. If you have any questions, please contact us.