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You agree to use these resources only for lawful purposes, and in a manner which does not infringe the rights, or restrict, or inhibit the use and enjoyment of the site by any third party.

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## **Cookies policy**

### **What are cookies?**

Cookies are small text files containing a string of characters that can be placed on your computer or mobile device that uniquely identify your browser or device.

### **What are cookies used for?**

Cookies allow a site or services to know if your computer or device has visited that site or service before. Cookies can then be used to help understand how the site or service is being used, help you navigate between pages efficiently, help remember your preferences, and generally improve your browsing experience. Cookies can also help ensure marketing you see online is more relevant to you and your interests; **NOTE:** NALS PD does not use any cookies for advertising purposes on this VLE site.

### **What types of cookies does NALS PD use?**

There are generally four categories of cookies: “Strictly Necessary,” “Performance,” “Functionality,” and “Targeting.” NALS PD may use the first three categories of cookies on this site. You can find out more about each cookie category below.

Strictly Necessary Cookies. These cookies are essential, as they enable you to move around the site and use its features, such as accessing logged in or secure areas.

Performance Cookies. These cookies collect information about how you have used the Service, for example, information related to the unique username you have provided, so that less strain is placed on our backend infrastructure. These cookies may also be used to allow us to know that you have logged in so that we can serve you fresher content than a user who has never logged in. We may also use cookies to track aggregate site usage and experiment with new features and changes on the site. The information collected is used to improve how the site works.

Functionality Cookies. These cookies allow us to remember how you're logged in, whether you made an edit to an article on the site while logged out, when you logged in or out, the state or history of site tools you've used. These cookies also allow us to tailor the site to provide enhanced features and content for you and to remember how you've customized the site in other ways, such as your profile settings. The information these cookies collect may be anonymous, and they are not used to track your browsing activity on other sites or services.

Targeting Cookies. Some sites allow advertising partners or other third party partners to use these types of cookies to deliver advertising that is relevant to your interests. These cookies can remember that your device has visited a site or service, and may also be able to track your device's browsing activity on other sites or services. This information may be shared with organizations outside the organization, such as advertisers and/or advertising networks to deliver the advertising, and to help measure the effectiveness of an advertising campaign, or other business partners for the purpose of providing aggregate site usage statistics and aggregate site testing. **NOTE:** as previously stated, NALS PD does not use this type of cookie on this site.

### **How long will cookies stay on my device?**

The length of time a cookie will stay on your computer or mobile device depends on whether it is a "persistent" or "session" cookie. Session cookies will only stay on your device until you stop browsing. Persistent cookies stay on your computer or mobile device until they expire or are deleted.

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First-party cookies are cookies that belong to NALS PD, third-party cookies are cookies that another party places on your device through our site. Third-party cookies may be placed on your device by someone providing a service for NALS PD, for example to help us understand how our site is being used. Third-party cookies may also be placed on your device by business partners so that they can use them to advertise products and services to you elsewhere on the Internet. **NOTE:** NALS PD does not use third party cookies on this site.

## **How to control and delete cookies**

If you want to delete cookies follow the instructions at <http://www.aboutcookies.org.uk/managing-cookies>. For information on how to control cookies, see the instructions at <http://www.aboutcookies.org.uk/cookies>. Note that if you set your browser to disable cookies, you may not be able to access certain parts of our site and other parts of our site may not work properly. You can find out more information cookie settings at third-party information sites, such as [www.allaboutcookies.org](http://www.allaboutcookies.org).

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Any communication or material that you transmit to, or post on, any public area of the site including any data, questions, comments, suggestions, or the like, is, and will be treated as, non-confidential and non-proprietary information.

NALS PD is a 'closed learning community', which is not open to the general public. However, any communication or material that you transmit to, or post in, a closed course including any data, questions, comments, suggestions, or the like, can be seen by NALS PD representatives and other course members.

There are some areas of the Moodle site, such as Moodle email and Course activities that are private between learners and the course tutors, and cannot be seen by other learners unless specified.

If you find any inaccurate information on this Moodle site, or have any complaint about what has been published on this Moodle site, please send an e-mail to [cpd@nalscheme.co.uk](mailto:cpd@nalscheme.co.uk). Emails will be investigated on receipt and appropriate action taken.

This set of resources, like any other, is susceptible to cyber-squatting and vandalism. NALS PD does not accept any responsibility for, or liability in respect of, any information that appears on this Moodle site as a result of such actions.

### **About the Internet, service interruption, viruses etc.**

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### **About your posts or Emails**

Contributions must be civil and respectful and abide by the following:

- No disruptive, offensive or abusive behaviour; contributions must be constructive and polite, not disrespectful or contributed with the intention of causing distress.
- No unlawful or objectionable content; unlawful, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented, racially offensive or otherwise objectionable material is not acceptable.
- If you use multiple logins for the purpose of disrupting the community or annoying other users you will have action taken against your accounts.
- No spamming or off-topic material: NALS PD does not allow the submission of the same or very similar contributions many times. Please do not re-submit your contribution to more than one discussion, or contribute off-topic material in subject-specific areas.
- No advertising.
- No impersonation (including allowing others to use your login details).
- No inappropriate (e.g. vulgar, offensive etc) user names.

### **Safety**

We advise that you never reveal any personal information about yourself or anyone else (for example: email address, personal websites/blogs, mobile number, telephone number or home address).

### **About the law**

You may not submit any defamatory or illegal material of any nature to NALS PD on this site. This includes animations, text, graphics, video, programs or audio.

Contributing material with the intention of committing or promoting an illegal act is strictly prohibited.

You agree to only submit materials that are your own original work. You must not violate, plagiarise, or infringe the rights of third parties including copyright, trademark, trade secrets, privacy, and publicity, personal or proprietary rights.

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