

## **Privacy & Content Submission Policy**

Last updated: 5th September 2025

Applies to: London: City of Languages

London: City of Languages (“we,” “our,” or “us”) is committed to respecting your privacy and ensuring clarity about how we handle information and content submitted to us. By using this website, you agree to the terms below.

### **1. Information We Collect**

**Contact details** (e.g. name, email, phone) when you use our forms.

**Content submissions** (text, images, files, or other material you provide).

**Technical information** (IP address, browser type, cookies, analytics).

### **2. How We Use Information**

Respond to your inquiries.

Review, edit, and publish contributions you choose to share.

Improve our website and services.

Comply with legal obligations.

### **3. Sharing of Information**

We do not sell or trade personal data.

We may share information with service providers (e.g. hosting, email, analytics) who help us operate our website.

We may share information with authorities, if required by law or to protect rights and safety.

### **4. Retention**

**Contact form submissions** are kept for up to 2 years unless you ask us to delete them.

**Published contributions** may remain on our site or platforms until we remove them.

### **5. Your Rights**

Depending on your location, you may have the right to access the data we hold about you, request correction or deletion, and withdraw consent to processing.

To exercise these rights, contact us at: [info@londoncityoflanguages.org.uk](mailto:info@londoncityoflanguages.org.uk).

### **6. Security**

We take reasonable steps to protect your data, but no system is completely secure.

### **7. Children**

We do not knowingly collect personal data from children under 16. Teachers complete forms on their behalf.

### **8. Content Submissions**

When you share content with us (e.g. articles, stories, images, or other material), you agree that you either created the content or have permission to share it, and it does not infringe copyright, trademarks, privacy, or other rights.

You grant us a non-exclusive, worldwide, royalty-free license to use, publish, edit, and distribute your content on this site and associated platforms (such as newsletters or social media).

We may publish your name alongside your content, unless you ask us not to.

We reserve the right to edit, decline, or remove any submission.

You remain legally responsible for the content you submit.

### **9. Checkbox Confirmation**

Before submitting, you must confirm:

“I confirm that I own or have permission to share this content, that it does not infringe on third-party rights, and I grant London: City of Languages permission to use, publish, edit, and distribute it.”

#### **10. Updates**

We may update this policy from time to time. The latest version will always be available on this page: <https://londoncityoflanguages.org.uk> › [privacy-policy](#)

Questions? Contact: [info@londoncityoflanguages.org.uk](mailto:info@londoncityoflanguages.org.uk)