

## PRIVACY POLICY

(Amendments to version 01.0, UPR IM10, are shown in italics.)

The following policy statement has been approved with effect from 8 August 2011<sup>1</sup>.

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“At the University of Hertfordshire we believe strongly in protecting our users’ privacy. We will not wilfully disclose information about our users to any third party without first receiving the relevant user’s consent. This Privacy Policy sets out the privacy practices for the services offered on any University of Hertfordshire (‘the University’) owned and/or operated websites (‘the Website’). Some parts of our on-line systems *and services and our collaborative agreements* are operated on our behalf by third-party *organisations*. By submitting your personal information you are consenting to the University holding it, in accordance with this policy, and where necessary carrying out *these* services by providing the relevant information to such *organisations*.

This Privacy Policy may be updated from time-to-time. You should check this page regularly to ensure that you are happy with any changes.

### 1 Your Personal Information

- 1.1 All personal information you provide via the Website will be treated as private and confidential.
- 1.2 The University may compile data in aggregate form so that the University may better understand users that visit the Website and the sorts of enquiries and transactions they undertake. Aggregate data is anonymous and does not contain any personal information that identifies users.
- 1.3 *The University, companies within the University of Hertfordshire Group and Partner Organisations, may notify you by e-mail of requirements relating to them or to Government agencies, other statutory agencies and a range of external organisations.*
- 1.4 *The University, companies within the University of Hertfordshire Group and Partner Organisations, may send you e-mails to notify you about new services on offer, updates and features on the Website.*
- 1.5 The University will use the information you provide solely for the purposes of the transaction being undertaken. You may choose not to provide the requested information but this may prevent you from carrying out some or all transactions.

### 2 Sharing of Information

- 2.1 The University may share information you provide with the University’s group of companies *and third-party organisations* where they undertake responsibilities on behalf of the University. *The University’s Data Security procedures apply to the sharing of information in-line with section 3 (below)*. Beyond this, however, the University will not sell, rent, trade or give away any user’s personal information or e-mail lists to third parties without first obtaining that user’s consent. Users may choose to have their personal information excluded from such lists following the procedure outlined in section 6.
- 2.2 The University of Hertfordshire Website contains hyperlinks to other websites owned and/or operated by third parties. Third party websites have their own privacy policies which govern the use of personal information which you submit or are collected by cookies whilst visiting these websites. The University does not accept any responsibility or liability for the privacy practices of such third party websites and your use of such websites is at your own risk.

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<sup>1</sup> Minutes of the Chief Executive’s Group, 5 June 2009, refer; *version 02.0 approved on the authority of the Secretary and Registrar*

### 3 Security

The University is committed to the security of our users' personal information and we have security procedures in place to protect against loss, misuse or alteration of personal information under the University's control. For details of how the University's Data Security policy operates please see <http://sitem.herts.ac.uk/secreg/upr/> following the link to 'Information Security Policy'<sup>2</sup>.

### 4 Cookies

4.1 When you visit the Website, the University may send your computer a "cookie", a small file that resides on your computer's hard drive and allows the University to determine return users of the Website and to review how a user uses a website in order to make it more useful by tailoring the services it offers to the way(s) in which a user accesses them. Each cookie is unique to you and it can be read by the server or your browser software. You can set your browser not to accept cookies, although you may not be able to access all of the features on the Website, or the site may operate less efficiently.

4.2 We may also use cookies to authenticate and record your acceptance to other applicable terms and conditions and also your acceptance to the handling of other information, including personal data that you may voluntarily provide from time-to-time.

4.3 Cookies cannot be executed as code or used to deliver a virus. Other servers cannot read them and personal information cannot be gathered from them. They are simply an identifier shared between you and us; we do not share them with anyone. A cookie does not give the University access to your computer or any information about you, other than the data you choose to share.

### 5 Capturing of Personal Information outside the European Economic Area

From time-to-time the University may capture and process personal information provided by Users outside the European Economic Area. When this is done the University will endeavour to comply with the requirements of any local data protection laws. In any event the University will capture and process such personal information in accordance with the requirements set out in the Data Protection Act 1998.

### 6 Opt-out Policy

6.1 In line with sections 1 and 2 of this policy, and in addition to obligatory notices referred to in 1.3, the University may use your data to notify you about *services* offered by the University, selected companies within the University of Hertfordshire Group and Partner *Organisations*

6.2 *So that you can de-register from optional and non-obligatory notices, we will provide a tick box with each on-line form to allow you to opt out of receiving electronic marketing mail notices. In some cases, e.g. Alumni, you will be able to choose, from a list of options, which correspondence you want or do not want to receive.*

### 7 Contacting Us

7.1 If you have any questions about the University's Privacy Policy or concerns about personal information you have supplied to the University, please e-mail: [dataprotection@herts.ac.uk](mailto:dataprotection@herts.ac.uk) or write to **Head of Legal and Corporate Services, University of Hertfordshire, College Lane, Hatfield, Hertfordshire, AL10 9AB.**

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<sup>2</sup> UPR IM03 'Information Security Policy'

- 7.2 You may request details of personal information which we hold about you under the Data Protection Act 1998. A fee of £10 will be payable. If you would like a copy of the information held on you please write to the above address along with a copy of proof of ID and a cheque or postal order made payable to 'University of Hertfordshire'.
- 7.3 If you believe that any information we are holding on you is incorrect or incomplete, please write to or e-mail us as soon as possible, at the above address. We will promptly correct any information found to be incorrect."

P E Waters  
Secretary and Registrar  
Signed: **17 August 2011**