

# WEBSITE PRIVACY POLICY

## Privacy Policy for website [www.marjon.ac.uk](http://www.marjon.ac.uk)

This policy sets out how University College Plymouth St Mark & St John uses and protects any information that you give to University College Plymouth St Mark & St John when you use this website.

The University College Plymouth St Mark and St John is committed to protect the rights and privacy of individuals and to ensure that data about them are not processed without their knowledge and are processed with their consent wherever possible. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

University College Plymouth St Mark & St John may change this policy from time to time by updating this page.

### Data we collect

- Name and job title
- Contact information including email address
- Demographic information such as postcode, preferences, and interests
- Website behaviour and analytics (Google Analytics)
- Other information relevant to customer surveys and/or offers

### What we collect from you

We collect this data for the following reasons:

- Internal record keeping;
- To analyse the information we collect so that we can improve and develop our products and services we offer;
- We may contact you in order to send you details of our goods and services which may be of interest to you;
- To provide you with access to certain parts of the website;

### Cookies

Cookies are small pieces of information that a website can put on your hard drive in order for it to remember something about you at a later time. The information is in the form of a text file, which will only be understood by the web site that initially set the cookie.

The web site uses cookies for certain applications, for example to remember your name when filling in online forms.

A cookie is also used to anonymously track how visitors interact with the website, including where they came from and what they did. This is then used to ultimately provide a better online experience for all our audiences.

### Google Analytics

We use traffic log cookies to gain information about the use that is made of pages on our website. We use the information from cookies to generate reports on the usage of our website

which are used for evaluation and analysis. The purpose is to improve our website by tailoring it to the needs of users. No data specific to any identifiable user is retained.

You can stop your browser exchanging cookies with web servers at any time by changing the settings in your web browser. To opt out of this, please visit the following site and it will involve installing a browser add-on <http://tools.google.com/dlpage/gaoptout>.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. This may prevent you from taking advantage of the website.

For more information about cookies visit <http://www.aboutcookies.org/>

### **Links to other websites**

External links to other websites may be used as part of the content of the website where they may be of interest. The University College Plymouth St Mark & St John is not responsible for the content of external websites and therefore we do not have any control over that other website. The University College Plymouth St Mark & St John cannot be responsible for the protection and privacy of information which you provide whilst visiting such sites. This Privacy Policy does not apply to any external websites and you should seek the privacy statement applicable to the website in question.

### **Changes to our Privacy Policy**

We may amend this Privacy Policy from time to time. If we make any substantial changes we will notify you by posting a prominent notice on our website.

### **Information we hold about you**

You may wish to restrict the collection or use of personal information in the following ways:

- whenever filling in a form on the website, click the box that indicates your details will not be used for any other purpose;
- If you have previously submitted private data you can request what information is held by the University College Plymouth St Mark & St John.

On receipt of a written request the University College is obliged to inform the enquirer whether it holds the information in question and if it does, subject to exemptions set out in the Data Protection Act, to supply that information to the enquirer within 40 calendar days. For this we will charge £10.

Please complete the subject access request form, downloadable from:  
<http://www.marjon.ac.uk/aboutmarjon/dataprotection/datasubjectaccessrequests/>  
Enclose your fee of £10 and any other relevant documentation.

Send your request to:  
Mrs Wendy Evans  
Data Protection and Freedom of Information Officer  
Library  
University College Plymouth St Mark & St John  
Derriford Road  
Plymouth  
Devon PL6 8BH

[dpandfoi@marjon.ac.uk](mailto:dpandfoi@marjon.ac.uk)

We do not sell, distribute or lease information to third parties unless we have your permission as required by law.

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