WEB PRIVACY POLICY

Document Title: Web Privacy Policy		
Owner: Head of Quality		
Approved body: Executive Committee	Date of Approval: June 2016	
Version :1.0	Next review date: 02/09/2016	
Supersedes: N/A	Previous review dates: N/A	
Public : Yes	Staff use: Yes	Student use: Yes

Contents

Introduction of the Policy

This policy explains what types of personal information will be gathered when you visit the London School of Science & Technology website, and how this information will be used. Please note that this policy applies to the College's main web pages (i.e. those in www.lsst.ac). If you follow a link to any other website please check their policies before you submit any personal information to those websites.

Information collected

On some parts of the website, you may be asked to provide some limited personal information in order to enable the provision of certain services (e.g. prospectus ordering, registering with a society, applying for a vacancy etc). The College may store this information manually or electronically. By supplying this information, you are consenting to the College holding and using it for the purposes for which it was provided. Information provided will be kept for as long as is necessary to fulfil that purpose.

We may also collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our webmasters. This is statistical data about our users' browsing actions and patterns which does not identify any individual and allows us to ensure that content from our site is presented in the most effective manner for you and for your computer.

How the information collected is used

Personal information provided to the College by you will only be used for the purposes stated when the information is requested. Personal information will not be sold to third parties, or provided to direct marketing companies or other such organisations without your permission. Personal information collected and/or processed by the College is held in accordance with the provisions of the Data Protection Act 1998 and Act 2003 (Data Protection (Amendment) Act, 2003).

Demographical and statistical information about user behaviour may be collected and used to analyse the popularity and effectiveness of the College's website. Any disclosure of this information will be in aggregate form and will not identify individual users.

How we store information collected

Information which you provide to us will ordinarily be stored on our secure servers. We may disclose your personal information to third parties if we are under a duty to disclose or share such information in order to comply with any legal obligation or to protect the rights, property or safety of the College, its members or others.

How we use "cookies"

Most of our web pages use "cookies". A cookie is a small file of letters and numbers that we place on your computer or mobile device if you agree. These cookies allow us to distinguish you from other users of our website, which helps us to provide you with a good experience when you browse our website and also allow us to improve our website.

For more detailed information on the cookies we use on the College's main web pages (i.e. those in www.lsst.ac) and the purposes for which we use them, please see our Cookie Statement.

Types of cookies we use

We use the following types of cookies:

- **Strictly necessary cookies** – these are essential in order to enable you to move around the website and use its features, such as accessing secure areas of the website. Without these cookies the services you have asked for, like online application forms, cannot be provided;

- **performance cookies** – these cookies collect information about how visitors use a website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies do not collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how the website works;

- **Functionality cookies** – these cookies allow the website to remember choices you make and provide enhanced, more personal features. For instance, these cookies can be used to remember changes you have made to text size, fonts and other parts of the web pages that you can customise. They may also be used to provide services you have asked for, such as watching a video or commenting on a blog. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

Access to information

The Data Protection Act 1998 and Act 2003 give you the right to access information held about you. For further information about this right and how to exercise it, please see the College's Policy on Data Protection.

Specific cookie we use

Cookies may be set either by the College's website ("first party cookies"), or by a third party website ("third party cookies").

Cookie Statement

This statement explains how we use cookies on the College's main web pages (i.e. those in www.lsst.ac)

Changes to our Privacy Policy

Any changes we may make to our Privacy Policy in the future will be posted and, where appropriate, notified to you by email.

Contact

Any queries or concerns about privacy on this website should be sent email to enquires@lsst.ac.