

**London Higher Privacy Statement**

**April 2010**

London Higher is committed to protecting your privacy. This statement sets out our information gathering policy for the London Higher website. Our homepage is at <http://www.londonhigher.ac.uk/>.

London Higher has a number of divisions each with their own websites. London Higher ensures that these websites and their privacy statements comply with current privacy legislation.

### **The Data Protection Act 1998**

The information you provide, including your e-mail address, is termed "personal data" under the Data Protection Act 1998. Therefore we will follow the principles set out in that Act when we process your personal data. All the personal data that we obtain from you will be held on a secure website server. We will use this information to update our in-house contacts database to ensure that our newsletter and email communications are sent to accurate and up-to-date email addresses.

### **Collection of Personal data**

We collect the following data:

- http elements (e.g. date and time of link, server or IP address, top level domain name such as ".ac.uk")
- click-stream data (e.g. type of computer and browser software, address of linking web site)
- search terms

This data is collected from all web users for website and server administration and research and development. However in the event of a security breach we may need to use web access logs to trace the origin of the breach.

Monthly and annual statistics are compiled about the website and web pages from the web access logs (e.g. numbers of unique users, page hits).

None of the personal data is given, sold or disclosed to any third party, unless obliged or permitted by law to disclose it.

### **Cookies**

A cookie (also known as a tracking cookie, browser cookie or HTTP cookie) is a small piece of text stored on a user's computer by a web browser. Cookies can be used to provide a user with tailored information from a website and/or facilitate communication and interaction with a website.

A user can stop or restrict the use of cookies by altering web browser preferences but this may interfere with the functionality of a website.

Depending on a user's option, we will collect data on HTTP cookies to track visitors to our website; for research and development, or user targeting by London Higher and agencies contracted by us.

### **E-mail and Electronic Forms**

We collect the following information:

- contact information (e.g. mailing address, job title, telephone number, Personal Assistant details)
- email details (e.g. email address, PA email address)
- preference data (e.g. dietary preferences on some online booking forms)

This data will be used for the following purposes:

- maintenance of a database on London Higher contacts in higher education

- contacting delegates registered for organised events, workshops, seminars, conferences or other meetings

### **Opting out**

If you have any concerns about this privacy policy or wish to access details of the personal information that London Higher holds about you, please contact:

Website Enquiry  
London Higher  
Malet Street  
London  
WC1E 7HU

E-mail: [enquiry@londonhigher.ac.uk](mailto:enquiry@londonhigher.ac.uk)

### **Changes to Privacy Policy**

We regularly review our privacy policy and will place any updates on this webpage. This privacy policy was last updated on 16 April 2010.

*Statement Created:* 23 November 2009

*Statement Approved:* 2 December 2009

*Statement Last Updated:* 16 April 2010

This statement will be reviewed every three years.

#### **Contact**

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