



LONDON  
COLLEGE OF  
INTERNATIONAL  
BUSINESS  
STUDIES

Dock Manager's Offices  
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# Website Privacy Policy

Policy Name:	Web Privacy
Date Created:	Jan 2017
Review Date:	Jan 2018
Author:	M.Lee Head of Operations
Approved by:	Operations Board



## Privacy Policy

### About this policy

This policy explains what types of personal information will be gathered when you visit the College website, and how this information will be used. Please note that this policy applies to the College's main web pages

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 + 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.

## **Access to information**

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

Changes to our Privacy Policy

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

## **Contact**

Any queries or concerns about privacy on this website should be sent by post to the Senior Leadership Team, LCIBS, Dock Managers Office, Surrey Quays, SE16 2XU

## **Review of policy**

Privacy is an on-going concern. Additions to this policy can be made at any time in the future.

Recommendations for any amendment to this policy should be reported to the Operations Manager or the Senior Leadership Team.

This policy will be continually reviewed to ensure that it is achieving its stated objectives.