Name of Procedure: Data Protection and Cookies policy

RESPONSIBLE COMMITTEE: Equality Committee

RESPONSIBLE OFFICERS: Equality Officer, IT Fellow, Data Protection Officer

LINKED DOCUMENTS: College: n/a

LINKED DOCUMENTS: Other: n/a

Annual Review date: Hilary 2019

PROCEDURE HISTORY

<table>
<thead>
<tr>
<th>Date of GB approval</th>
<th>Brief summary of changes</th>
<th>Confirmation that linked documents have updated if necessary</th>
<th>College policy register updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2017</td>
<td>Policy reviewed by Committee and subsequently approved by GB</td>
<td>na</td>
<td>Yes (Sandra Campbell)</td>
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</table>

Last reviewed: March 2018
Data protection and cookies policy
DATA PROTECTION

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 eg. prospectus ordering, registering in the Alumni section. We may store this information manually or electronically. By supplying this information you are consenting to St John's 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. Personal information collected and/or processed by us is held in accordance with the provisions of the Data Protection Act 1998.

When you visit some pages on the site, your computer may be issued with a small file (a 'cookie') for the purposes of managing and improving the services on the website. Cookies do not contain any personally identifying information. You can set your browser to refuse cookies or warn you before accepting them.

Personal information that you give us will only be used for the purpose 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.

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

Any queries or concerns about privacy on this website should be emailed to the Equality Officer.

COOKIES

What is a Cookie?

A cookie is a small text file, downloaded onto a computer or other device (e.g. mobile phone), which enables the website to recognise that equipment and gives us information about how the website is being used.

Cookies serve a number of useful functions such as analysing the traffic of a website or storing password information so you don't have to log-in each time e.g. when adding items to an online shopping basket. However, they also give rise to concerns about the protection of privacy, which is why they are now being regulated.

Which Cookies do we use on the College website?

1. This website uses Google Analytics and Google Tags for web statistics provided by Google Inc. The following cookies are involved: "_utma" "_utmb" "_utmc" "_utmz" "_dc_gtm" and any cookies beginning with ",_ga". The information generated by these cookies is used for the purpose of compiling reports about how our website is used by our visitors so that we can improve our service to you. Google will not associate your IP
address with any other data held by Google. The cookies collect information in an anonymous form, such as the number of visitors to the site, which countries visitors have come from, and which pages they visited. We do not collect or store any personal data about you. By using this website you consent to the processing of data by Google in the manner set out above.

2. Session ID: “ASP.NET_SessionId” or “sessionid”. This is a temporary cookie which follows your journey through our website and is deleted when you close your browser. Our session cookie is not used to gather personal data about you.

3. “csrftoken” is a cookie used to support the Django web development platform for Python. It is designed to help protect a site against at particular type of software attack on web forms.

**Which External Cookies do we Connect with?**

We upload all of our videos on to the YouTube website (which is owned by Google). When you play one of our videos, two cookies are downloaded onto your computer from the YouTube website: _hitbox and VISITOR_INFO1_LIVE. These cookies only enable us to compile statistics about how our visitors use the videos e.g. how many people have played it, how much of the video they watched etc. They do not collect any personal data about you.

We also link to Google Maps to show you how to reach the College, and Google Maps downloads a cookie called _PREF which contains an ID and some preference values which enable it to function. Again, it does not collect or store any personal data about you.

Find out more in the [Google Privacy Policy](#)

**What is the Legal Position on Cookies?**

In 2011, the Privacy and Electronic Communications (EC Directive) Regulations were amended to require that website operators obtain prior consent for the use of cookies. Consent must involve some form of communication where the individual knowingly indicates their acceptance of the cookie. Although the regulations envisage that consent may be signified through browser settings, it is thought that most browsers are not yet sophisticated enough to allow users to grant consent selectively.

The regulations provide an exemption from the requirement to obtain consent where the use of a cookie is ‘strictly necessary’ to provide a service requested by the user e.g. those used to remember goods a user wishes to buy or to meet essential security requirements. Our cookies are only used to identify individual sessions, and for us to monitor the effectiveness of our content so that we can improve the service we provide to you. We do not store any personal data.

Last reviewed: March 2018

Data protection and cookies policy
If you would like to delete all cookies that are already stored on your computer, instructions are available on the All About Cookies website. Please note that the information on All About Cookies is not part of our website and the College is not responsible for its content.