

UCM General Data Protection Policy incorporating the (GDPR)

We take your privacy seriously. This Data Protection Policy, explains how University College Isle of Man (UCM) ("We") collect, use and process your personal data, as well as ensure information about you is kept confidential. Any information you are asked to provide using this website will only be used in the ways described in this policy.

The General Data Protection Register, GDPR, provides many safeguards for providers of data and puts the responsibility for the security, maintenance and integrity of data collected in the hands of the agency collecting it. UCM needs to collect data about its students as well as its staff in order that it can operate as it needs to. We are not allowed to collect data that isn't directly relevant to your studies/work at the College and we need to remove any information we keep once there is no longer a reason to keep it. UCM operates a separate Retention Policy which runs alongside this General Data Protection Policy and will detail how long a particular document/piece of information can be kept for.

There are certain types of information that we are required to keep for longer periods, such as financial information (e.g. receipts, invoices) which UCM will retain for 7 years. Generally, however, the College will manage the information it keeps judged by its currency. If you are a student, UCM will keep basic data about you and your studies on its electronic system for 7 years and will then destroy it. This is to allow us to provide references for you where needed or to provide you with information about your time spent with us. We will not keep individual assignments and assessed work more than 1 year following your leaving date.

Under the GDPR you have several rights, the most important of which are:

The right to access the data/information which UCM holds about you. This is free

Please read it carefully, as by using the pages of the UCM, or our services, you will be deemed to have read and accepted its terms.

This website privacy policy was updated on: 31/12/2018

Definitions

"UCM" means University College Isle of Man.

"UCM Form(s)" means any enquiry or application that this Privacy Policy applies to.

Introduction

The UCM and UCM Forms, including all information and materials contained on them are managed by the Senior Leadership Team and Principal at UCM. This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By using the UCM and/or filling out a UCM Form, you are accepting and consenting to the practices described in this policy. If you do not agree to these terms of use, you must not use our site.

For the purpose of the Data Protection Act 2002 (the Act), the data controller is University College Isle of Man c/o Homefield Road, Douglas. Isle of Man. IM2 6RB. British Isles email: mail@ucm.ac.im.

The Data Protection Officer for UCM and the Department of Education, Sports and Culture is the Legal and Administration Manager, who can be contacted at the Department of Education, Sport and Culture, Hamilton House, Peel Road, Douglas. Isle of Man. IM1 5EZ

Accessing our site

Our site is made available free of charge. We do not guarantee that our site, or any content on it, will always be available or be uninterrupted. Access to our site is permitted on a temporary basis. We may suspend, withdraw, discontinue or change all or any part of our site without notice. We will not be liable to you if for any reason our site is unavailable at any time or for any period. You are responsible for making all arrangements necessary for you to have access to our site. You are also responsible for ensuring that all persons who access our site through your internet connection are aware of these terms of use and other applicable terms and conditions, and that they comply with them.

Information we may collect from you

We may collect and process the following data about you:

Information you give us. You may give us information about you by filling in forms on our site or by corresponding with us by phone, e-mail, on application forms online or in hard copy or otherwise. Students are asked to supply information to UCM when applying for enrolment, at orientation sessions and during the periods of study. This includes information when applying for enrolment, at orientation sessions, during periods of study and information that you provide when you register to use our site, subscribe to our service, search for a product, and when you report a problem with our site. The information you give us may include your **name, address, telephone number(s), email addresses(s), date of birth, gender, country of birth, nationality, citizenship country, passport details, academic and English language attainments, disabilities, health information, including illnesses, allergies and dietary Information, along with details of offences.** UCM may also collect information regarding payment of fees.

Under legislation of the GDPR (General Data Protection Act) you are asked to **consent to provide information** to us and for it then to be used by the College in its day to day operations as an educator. **We cannot assume that you have consented**, although if you do not provide this information then we may not be able to enroll you on our courses or may not be able to supply services to you.

Information we collect about you. With regard to each of your visits to our site we may automatically collect the following information: technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); products you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our customer service number.

Information we receive from other sources. We are also working closely with third parties (including, for example, the Department of Education, Sport and Culture, business partners including PDMS who host this site, sub-contractors in technical, payment and delivery services, search information providers, credit reference agencies) and may receive information about you from them.

Uses made of the information

We use information held about you in the following ways:

Information you give to us. We will use this information: to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us; to provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about; to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you. If you are an existing customer, we will only contact you by electronic means (e-mail or SMS) with information about goods and services similar to those which were the subject of a previous sale or negotiations of a sale to you. If you are a new customer, and where we permit selected third parties to use your data, we (or they) will contact you by electronic means only if you have consented to this. If you do not want us to use your data in this way, or to pass your details on to third parties for marketing purposes, please tick the relevant box situated on the form on which we collect your data; to notify you about changes to our service; to ensure that content from our site is presented in the most effective manner for you and for your computer.

Information we collect about you. We will use this information: to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes; to improve our site to ensure that content is presented in the most effective manner for you and for your computer; to allow you to participate in interactive features of our service, when you choose to do so; as part of our efforts to keep our site safe and secure; to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you; to make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.

Information we receive from other sources. We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies. A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive. A cookie message will appear on our site before we store any cookie on your device. These cookies do not in any way identify you or give access to your computer or mobile device. These cookies allow us to tailor our marketing to better suit your needs and only display messages relevant to you. You can opt out of Google's use of

cookies via Google's Ads Settings: <http://www.google.com/settings/ads>. More information about the cookies we use can be found on <https://www.ucm.ac.im/cookies/>.

Disclosure of your information

We may share your information with selected third parties with consent including: The Department of Education, Sport and Culture, Business partners who assist in the delivery of courses, suppliers and sub-contractors for the performance of any contract we enter into with them or you. Analytics and search engine providers that assist us in the improvement and optimisation of our site. Credit reference agencies for the purpose of assessing your credit score where this is a condition of us entering into a contract with you. If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of UCM, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction. We will never sell your email address or other details, and all communications from us will contain a clear "unsubscribe" option.

Where we store your personal data

The data that we collect from you may be transferred to, and stored at, a destination inside the UK and European Economic Area. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy. Countries outside of the European Union, such as the United States, may not have data privacy laws as strong as those in force in the European Union. All information you provide to us is stored on our secure servers. Any payment transactions will be encrypted using SSL technology. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Intellectual property rights

We are the owner or the licensee of all intellectual property rights in our site, and in the material published on it. Those works are protected by copyright laws and treaties around the world. All such rights are reserved. You may print off one copy, and may download extracts, of any page(s) from our site for your personal use and you may draw the attention of others within your organisation to content posted on our site. You must not modify the paper or digital copies of any materials you have printed off or downloaded in any way, and you must not use any illustrations, photographs, video or audio sequences or any graphics separately from any accompanying text. Our status (and that of any identified contributors) as the authors of content on our site must always be acknowledged. You must not use any part of the content on our site for commercial purposes without obtaining a licence to do so from us. If you print off, copy or download any part of our site in breach of these terms of use, your right to use our site will cease immediately and you must, at our option, return or destroy any copies of the materials you have made.

Your rights

Your details will be retained while you are enrolled on courses at the UCM and for a period of 3 years after the date you left. It will then be deleted unless we are required by law to retain it, need it to enforce our policies or to ensure the security of our community.

You have the right to rectification of any details which we have stored on our management information systems or elsewhere such as markbooks and registers, which are incorrect. Please could you inform us at University College Isle of Man, Homefield Road, Douglas, Isle of Man. IM2 6RB, email mail@ucm.ac.im if you are aware of any information which needs to be updated or corrected.

You have the right to request your data in a 'structured commonly used and machine-readable format'. This refers to the data that you have supplied to us under consent or in entering into a contract with us.

If we have asked for your consent to use your information for any purpose, you have the right to withdraw this at any time.

You have the right to ask us not to process your personal data for marketing purposes. We will inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by contacting us at UCM at University College Isle of Man, Homefield Road, Douglas, Isle of Man. IM2 6RB mail@ucm.ac.im. Our site may, from time to time, contain links to other websites. If you follow a link to any of these websites, please note that these websites may have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Access to information

The General Data Protection Regulation (GDPR) gives you the right to access information held about you. Your right of access, commonly called a 'subject access request', can be exercised in accordance with the GDPR by contacting the Principal's PA at University College Isle of Man, Homefield Road, Douglas, Isle of Man. IM2 6RB. Please could you supply as much detail as you are able to help us identify the relevant information that you wish us to supply.

Acceptable use

You may use our site only for lawful purposes. You may not use our site: In any way that breaches any applicable local, national or international law or regulation. In any way that is unlawful or fraudulent, or has any unlawful or fraudulent purpose or effect. Not to reproduce, duplicate, copy or re-sell any part of our site in contravention of the provisions of our terms of website use. To report any weaknesses on the Website to the appropriate security staff. Weaknesses in computer security include unexpected software or system behaviour, which may result in unintentional disclosure of information or exposure to security threats.

Links to external websites

Our website may include links to other websites. We are not responsible for the content and privacy practices of other websites. We recommend that you examine each website's Privacy Policy separately.

Viruses

We do not guarantee that our site will be secure or free from bugs or viruses although we will endeavor to maintain the highest levels of security. You are responsible for configuring your information technology, computer programmes and platform in order to access our site. You should use your own virus protection software. You must not misuse our site by knowingly introducing viruses, trojans, worms, logic bombs or other material which is malicious or technologically harmful. You must not attempt to gain unauthorised access to our site, the server on which our site is stored or any server, computer or database connected to our site. You must not attack our site via a denial-of-service attack or a distributed denial-of service attack. By breaching this provision, you would commit a criminal offence under the Computer Security Act 1992. We will report any such breach to the relevant law enforcement authorities and we will co-operate with those authorities by disclosing your identity to them. In the event of such a breach, your right to use our site will cease immediately.

Changes to this policy

Any changes we may make to our privacy policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy.

Contact

If you have any questions on this policy, or how we use any personal information we may hold, please contact the Principal's PA at University College Isle of Man, Homefield Road. Douglas. Isle of Man. IM2 6RB.

If you wish to complain about any aspect of our privacy policy or our use of your data you have the right to complain to the **Information Commissioner** at **P.O. Box 69, Douglas, Isle of Man, IM99 1EQ Telephone: +44 1624 693260 Email: ask@inforights.im**