

## Users of our website and web portals

This privacy notice applies to all individuals who use this forum. It is important that you read this notice together with our main [privacy notice](#), or any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you.

This forum may include posts that provide links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites; when you leave the forum, we encourage you to read the privacy notice of every website you visit.

### Information we collect

Personal data, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We may process:

- Identity Data - includes first name, last name, username or similar identifier.
- Contact Data - includes email address.
- Technical Data - includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access the forum.
- Profile Data - includes your username and password, preferences, feedback and survey responses.
- Usage Data - includes information about how you use our forum.

We may also collect, use and share Aggregated Data such as statistical or demographic data for any purpose. Aggregated Data is data that may be derived from your personal data but is not considered personal data in law as this data does not directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data, which will be used in accordance with this privacy notice.

We do not request any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data).

### How is your personal data collected?

We collect data from and about you through:

- Direct interactions. You may give us your data by completing screens on the forum

This includes personal data you provide or that you may have provided when you:

- Create an account and use the forum
- Give us feedback
- Automated technologies or interactions. As you interact with our website we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies.
- Third parties or publicly available sources. We may receive technical data about you from various third parties and public sources as detailed below:
  - o analytics providers such as Google based outside the EU;
  - o search information providers inside or outside the EU.

## **How we process your information**

Under Article 6 of the GDPR, we rely on the lawful basis of consent in processing your personal data.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis, which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## **Disclosures of your personal data**

We require all Third Parties to respect the security of your personal data and to treat it in accordance with the law. We may share your personal data with third-party service providers, regulatory bodies and other Government departments and agencies.

We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions. We or our Third Parties may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

## **Retention**

We will retain your personal data until you delete your user account. At this point, your forum activity will be retained anonymously; this means that if you have posted questions or comments, taken part in discussions or been active on the forum in any way, this activity will remain visible to other users, but your name will not be connected to such posts.

## **Your rights**

Under the [GDPR](#), you have a right to:

- request access to, and copies of, the personal data that we hold about you;
- raise an objection where the processing of data is likely to cause damage or distress;
- ask that we stop processing your personal data if the processing is causing you damage or distress;
- require us to correct the personal data we hold about you if it is incorrect;
- require us to restrict our data processing activities;
- stop us from sending you marketing communications.

If you require any further information or have any queries, please contact the Data Protection Officer [dp@aub.ac.uk](mailto:dp@aub.ac.uk)

The University's Data Protection Policy can be accessed through the student portal, MyAUB.