

# University of Aberdeen website: Privacy Policy and Disclaimer

This policy explains what information is gathered from web clients visiting the University of Aberdeen's central web server, and how that information is used. Our website is designed in accordance with the Information Commissioner's Office guidance on the use of cookies and similar technologies<sup>1</sup>.

## Information Collected

Information is gathered from clients via several methods that are outlined below:

### 1. Logfiles

The University of Aberdeen's central web server [[www.abdn.ac.uk/](http://www.abdn.ac.uk/)] tracks requests made of it to centrally held log files. Log files can contain any or all of the following types of data:

- The date and time of connection
- Identification of the file(s) requested
- Whether the request was successful
- The size (in bytes) sent in response
- The referring page (where the client came from), as supplied by the client browser
- The software used to access the server, as supplied by the client browser

Information gathered is used for server system administration, identifying broken links, and for producing usage statistics. Logged information may be kept indefinitely. Log files do not contain any personal information.

The University of Aberdeen also uses the following log reporting services on its website to measure and analyse visitor information.

- *Net Community* service from Blackbaud [[www.blackbaud.com/netcommunity/](http://www.blackbaud.com/netcommunity/)]
- *Analytics* service from Google [[www.google.com/analytics/](http://www.google.com/analytics/)]

Examples of data collected automatically from all users include:

- the Internet protocol (IP) address;
- computer and connection information such as browser type and version, operating system, and platform;
- Uniform Resource Locator (URL) click stream data, including date and time, and content viewed or searched for on the Site.

The University also generates statistics on which operating systems are in use on PCs across campus

### 2. Cookies

Cookies are small files that are sent from the web server to the client's computer via the client's browser. They are then stored in the client's computer as text files and passed back to the server. Cookies are generally used to identify users and on occasion, prepare customized Web pages for them. Cookies may remain on the client's computer merely for the duration of the session (visit) or they may remain indefinitely. Most standard web browsers may be configured to refuse cookies.

The University of Aberdeen uses a number of cookies that are essential to the running of its website(s) and web applications and which are therefore exempt from the EU Directive<sup>2</sup>. These are as follows:

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<sup>1</sup> <http://t.co/kvNH1QME>

<sup>2</sup> Directive 2009/136/EE Of The European Parliament And Of The Council <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:337:0011:0036:En:PDF>

- login and essential page information for the University's DSpace installation, [aura.abdn.ac.uk](http://aura.abdn.ac.uk)<sup>3</sup>
- cookies set by the third party company WPM Education for the operation of the University's online store, [store.abdn.ac.uk](http://store.abdn.ac.uk)<sup>4</sup>

The University of Aberdeen also uses cookies that are not essential for the running of its websites, as follows:

- specific projects [as outlined in section 5](#)
- the analytics services detailed above<sup>5</sup>

### 3. Web forms

Forms on the University of Aberdeen website may request clients to supply personal details, bank details and/or credit card details in order to receive goods or services, or in order to make donations. Where appropriate, such forms operate over secure connections so that data is safeguarded.

By supplying such information the client consents to the University storing the information for period of time appropriate to the supply of the goods or services requested. Personal information provided will only be used for the purpose stated and will not be sold, licensed or traded to third parties.

Personal information collected and/or processed by the University is held in accordance with the provisions of the *Data Protection Act 1998*.

### 4. Discussion fora, chat rooms, conferencing facilities, bulletin boards and mailing lists

Tools for synchronous and asynchronous web based communication that are hosted on the University of Aberdeen website may request clients to supply details such as names and email addresses for registration purposes.

By supplying such information the client consents to the University storing the information in a manner appropriate for administration of the tool. Information provided will only be used for the purpose stated and will not be sold, licensed or traded to third parties.

Our Alumni [[www.abdn.ac.uk/alumni/](http://www.abdn.ac.uk/alumni/)] and Giving [[www.abdn.ac.uk/giving/](http://www.abdn.ac.uk/giving/)] sites contain profile forms which allow clients to share some or all of the personally identifying information you supply with us and with other members. Clients may update this information at any time.

If clients supply information via these forms, the University may use clients' contact details to send further information about the organisation or to clients when necessary. Clients may opt-out of such mailings at any time, or may choose to receive only specific communications.

Personal information collected and/or processed by the University is held in accordance with the provisions of the *Data Protection Act 1998*.

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<sup>3</sup> All cookies set by DSpace are essential for running the site

<sup>4</sup> All cookies set by WPM for the Online Store are essential for running the site

<sup>5</sup> Further information on Google Analytics cookies is available at:

<http://code.google.com/apis/analytics/docs/concepts/gaConceptsCookies.html>

Further information on Netcommunity cookies is available at:

<http://www.blackbaudknowhow.com/blackbaud-europe/blackbaud-europe-eu-legislation-changes-around-cookies.htm>

## 5. Specific research projects

On occasion, staff involved in certain research projects and clinical trials may wish to gather data from respondents in a more specific manner than those outlined above. In such instances, terms and conditions for the collection and use of information will be stated separately and made explicit to respondents in advance of data collection.

## Data Protection

Further information on the University's policies on Data Protection may be found at: [www.abdn.ac.uk/staffnet/governance/data-protection-255.php](http://www.abdn.ac.uk/staffnet/governance/data-protection-255.php)

Queries regarding data protection should be addressed in the first instance to the University's Data Protection Officer: Tel: 01224 27 2037, email: [dpa@abdn.ac.uk](mailto:dpa@abdn.ac.uk).

## Disclaimer

The University of Aberdeen takes reasonable efforts to ensure that the contents of its website(s) are accurate; however, it cannot give any warranty that this is the case. The University may change web content at any time without notice.

Users posting to web-based facilities on the University website must abide by the University's [Code of Practice for Electronic Publishing](#); postings deemed to be offensive will be removed.

The University of Aberdeen website includes links to third party websites. These links are used to provide further information and are not intended as an endorsement of such websites and/or their content.

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