

Maryvale Institute International Catholic College

Online Privacy Policy

Maryvale Institutes recognises the importance of your online privacy and of the security of your personal information.

When you visit <https://www.maryvale.ac.uk>, <https://moodle.maryvale.ac.uk/> or <https://vle.maryvale.ac.uk>, we collect some information/data about you.

We are required by law to process your personal information in accordance with the Data Protection Act (1998) and the General Data Protection Regulation (2018). If you have any questions about or wish to access the information that we keep about you, please write to:

Data Officer
Maryvale Institute
Maryvale House
Old Oscott Hill
Birmingham
B44 9AG
UK

How does Maryvale collect information from you when you visit its sites?

Maryvale's websites use cookies.

Cookies are text files placed by websites onto the file system of a visitor's computer. One important use of these is to act as a "memory" for the website as a user moves between pages. For example, if a site offers a choice of font size or special styling for visually impaired visitors, a cookie is used to record this; otherwise the preferred font or style would have to be re-selected with each new page.

Note that there are two types of cookie, session and persistent:

- Session cookies are temporary and only last for as long as the user's web session.
- Persistent cookies last until they reach an expiry date, which may be years ahead. This latter type are potentially more troublesome as they can collect user information over a long period of time.

Another distinction is between "first party" cookies placed by the site you are visiting and "third party" cookies placed by external sites with links on the site

you are visiting. Examples of the latter might be a link to a social networking feed such as Facebook or Twitter.

What information does Maryvale collect through cookies?

The only first party cookies we use are session cookie(s) created by our website management software which may be used for operational purposes. A session cookie is also used for managing logins to secure areas and by the scripts that provide our contact forms. These session cookies record no personal information and are marked for erasure by your browser when you leave the website.

Third party cookies are not used, with one exception - the site sometimes uses Google Analytics to obtain generalised usage statistics and Google Analytics does use cookies, although to the best of our knowledge all information collected is anonymous.

What personal information does Maryvale collect through its websites?

Through the Institute website, we only collect personal information when you provide this to us through our website contact forms: name, email address, address, phone number and nature of enquiry. Once submitted, however, this information is generated in an email to an authorised member of staff, after which the data is no longer stored on the website. For the process on what happens to this information after submission, see [General Student Privacy Statement](#).

Our virtual learning environments and research student area store the personal information required to create user accounts. This includes name, email address, student number and course/s studied. Additional information stored by the research student area includes progress logs. This information is only stored on these sites for active students and members of staff. It is removed following either graduation or withdrawal from the course, in the case of students, or cessation of employment by Maryvale, in the case of staff.

The type of data collected by Google Analytics includes:

- Information about the device used to access the site (e.g. operating system), browser used, location (country and city only) and language used.
- Pages visited and length of time spent on each page.
- Areas clicked on web pages.

What does Maryvale do with the information collected?

The information collected can only be viewed by authorised staff across Maryvale Institute.

That gained from the website is used to respond to and follow-up enquiries made through the contact forms.

Personal information added to the virtual learning environments and research student area is used to create user accounts that allow students and staff to access and use Maryvale's online resources.

The generalised information available to Maryvale through Google Analytics may be used to:

- Assess the usage and effectiveness of the website.
- Improve the website by monitoring how visitors use it.

Does Maryvale share personal information gained through its websites with any third parties?

No. Personal information collected through the institute website, virtual learning environments and research student area is only accessible to authorised Maryvale staff.

For current/active students, however, there are occasions when limited personal information is shared with third parties (albeit not as a result of data collected from Maryvale's websites), for example:

- Universities who accredit courses run at Maryvale (Open University, Liverpool Hope University, Faculte Notre-Dame Paris), who store their own student records.
- Turnitin (www.turnitinuk.com), an anti-plagiarism service that enables students to submit assignments online for assessment.
- GoToWebinar (<https://global.gotowebinar.com/>), which allows students to access live and recorded webinars.

Each of these external providers has their own privacy policy and Maryvale Institute does not assume any responsibility or accountability for any of them. For more information on our sharing of current students' personal information with these third parties, [click here](#).

Your Rights

You have the right to request that your personal information stored by Maryvale be updated or corrected.

You are entitled to withdraw your permission for Maryvale to collect and use your data collected by its websites at any time:

- Institute website (browsing): by not giving permission for the site to use cookies.
- Institute website (contact form submissions): by requesting the deletion of your personal information by contacting us again through our Administration Contact Form. For more details about how long we keep personal information submitted via contact forms, see [General Student Privacy Statement](#).
- Virtual learning environments and research area (current students and staff only): by contacting your Course Administrator. Please note, however, that by amending or withdrawing your permission to use personal data will impede Maryvale's ability to deliver essential online course resources to you.
- Google Analytics: to prevent us from tracking usage of our websites through Google Analytics, the following link leads to a browser add-on that disables this: <https://tools.google.com/dlpage/gaoptout>.

You are also entitled to access the personal information that Maryvale stores about you. Refer to the top of this policy for the Data Officer's contact details and statutory cost of the request.

Security

We protect the information collected about you online by:

- Key code protecting Maryvale House so that only authorised staff, students and visitors can access the building.
- Password protecting staff PCs, which have automatic time/lockouts enabled.
- Password protecting individual user accounts on Maryvale websites and relevant third party service subscriptions, such as Turnitin and GoToWebinar.
- Employing firewalls and encryption to secure data.
- Up-to-date anti-virus software on PCs.

Please note, our websites contain links to external sites that are neither under Maryvale's control nor covered by this Online Privacy Policy. Maryvale does not take responsibility and is not accountable for the privacy policies of such third party websites.