

PRIVACY POLICY

Swansea University ("we") are committed to protecting and respecting your privacy.

This policy 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 entering your details on the Website you are accepting and consenting to the practices described in this policy.

DEFINITIONS AND INTERPRETATION

1. In this privacy policy, the following definitions are used:

Data	Collectively all information that you submit to us via the Website. This definition incorporates, where applicable, the definitions provided in the Data Protection Act 1998.
Swansea University, we or us	Swansea University, Singleton Park, Swansea, SA2 8PP, UK
User or you	Any third party that accesses the Website
Website	The website that you are currently using, footprint.kljun.net, and any sub-domains of this site unless expressly excluded by their own terms and conditions

2. In this privacy policy, unless the context requires a different interpretation:

- a) a singular includes the plural and vice versa;
- b) a reference to a person includes firms, companies, government entities, trusts and partnerships;
- c) "including" is understood to mean "including without limitation";
- d) reference to any statutory provision includes any modification or amendment of it.

SCOPE OF THIS PRIVACY POLICY

3. This privacy policy applies only to the actions of Swansea University and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website.

DATA COLLECTED

4. We may collect the following Data, which includes personal Data from you

- a) name;
 - b) contact information, such as email addresses and affiliation;
- in each case, in accordance with this privacy policy.

OUR USE OF DATA

- 5. For the purpose of the Data Protection Act 1998 (the **Act**), the data controller is Swansea University, Singleton Park, Swansea, SA2 8PP, UK.
- 6. Unless we are obliged or permitted by law to do so, and subject to any third party disclosures specifically set out in this policy, your Data will not be disclosed to third parties.
- 7. All personal Data is stored securely in accordance with the principles of the Act. For more details on security see the clause below (security).

8. Any or all the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:

- a) to notify you about changes to our service;
 - b) to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
 - c) as part of our efforts to keep our site safe and secure;
- in each case, in accordance with this privacy policy.

THIRD PARTY WEBSITES AND SERVICES

9. We may, from time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the Website. The providers of such services do not have access to certain personal Data provided by Users of this Website.

FUNCTIONALITY OF THE WEBSITE

10. To use all features and functions available on the Website, you may be required to submit certain Data.

ACCESSING YOUR OWN DATA

11. The Act gives you the right to access Data held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the Data we hold about you.

SECURITY

12. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

13. 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.

TRANSFERS OUTSIDE THE EUROPEAN ECONOMIC AREA

14. The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. These countries may not have data protection laws equivalent to those in force in the EEA. By submitting your personal data, you agree to this transfer, storing or processing.

GENERAL

15. This privacy policy is governed by and interpreted according to English law. All disputes arising under this privacy policy are subject to the exclusive jurisdiction of the English courts.

CHANGES TO OUR PRIVACY POLICY

16. We reserve the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.