

Trinity College London

Qualification Verification Service – Privacy Policy

29th March 2016

Version 1.0

Document Release Note

Document Details

Name	Version Number	Description
Privacy Policy – Trinity Qualification Verification Service	1.0	Privacy policy for users of Trinity Qualification Verification Service

Revision Details

Action Taken (add/del/change)	Previous number	page	New page number	Revision description

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About this Document

Purpose

This policy document has been written to help you understand the privacy policy for the Trinity Qualification Verification Service application.

Intended Audience

This policy document is intended for the users of Trinity Qualification Verification Service.

1. Introduction

Your right to privacy is important to us. The following terms explain how we collect and use information about you so that you can make an informed choice about using the Website.

You will, after the registration process and on the occasion that you first attempt to use the Website, be required to change the password that was automatically allocated to you during the registration process. At that time you can either accept the terms of this Privacy Policy by ticking a box stating 'I accept the Privacy Policy' or choose not to do so.

By ticking the 'I accept the Privacy Policy' box you confirm that you accept the terms of this Privacy Policy and agree that we can collect and use information about you in the way that we set out in it.

If you choose not to accept the terms of this Privacy Policy, you should leave the Website immediately as you will be unable to use it further.

2. Information About Us

The Website www.qvs.trinitycollege.co.uk is a website operated by Trinity College London ('we'/'our'/'us'), which is a private company limited by guarantee registered in England and Wales (registered number 02683033) whose registered office is at the Blue Fin building, 110 Southwark street, London SE1 0TA, United Kingdom. We are also a registered charity in England and Wales under no. 1014792. Our UK VAT registration number is GB 228 1298 05.

3. Data Protection

1. We are committed to protecting and respecting your privacy. This policy (together with our [Terms of Use](#) and any other documents referred to in 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.
2. For the purpose of the Data Protection Act 1998 ('Act'), the data controller is Trinity College London of the address given in clause 1.

3. We may collect and process the following data about you:
 - a. information that you provide by filling in forms on the Website. This includes information provided at the time of registering to use the Website, posting material or requesting further services. We may also ask you for information when you report a problem with the Website;
 - b. if you contact us, we may keep a record of that correspondence;
 - c. details of your visits to the Website and the resources that you access;
 - d. information about your computer, including where available your IP address, operating system and browser type, for system administration purposes. This is statistical data about our users' browsing actions and patterns, and does not identify any individual;

4. Where we store your Personal Data

1. All information you provide to us is stored on our secure servers and is encrypted using SSL technology. Where we have given you (or where you have chosen) a password or other user identification which enables you to access the Website or certain parts of it, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.
2. Please ensure that you do not send electronic information to us otherwise than over the secure SSL connection we provide. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

5. Uses made and disclosure of your Information

1. We use information held about you in the following ways:
 - a. to ensure that content from the Website is presented in the most effective manner for you and for your computer or mobile device.
 - b. to provide you with information or services that you require or request or which we feel may interest you, where you have consented to be contacted for such purposes;
 - c. to carry out our obligations arising from any contracts entered into between you and us;
 - d. to allow you to participate in any interactive features that we may provide in connection with the Website, if you choose to do so;
 - e. to notify you about changes to the Website, in accordance with our obligations to do so.

2. We may disclose your personal information to third parties:
 - a. in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets;
 - b. if we or substantially all of our assets are acquired by a third party, in which case personal data held by us about you may have to be transferred in order that the functions we provide to you continue to be provided by the third party;
 - c. 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](#).

6. Access to information

The Act gives you the right to access information 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 information we hold about you.

7. Cookies

1. The Website uses cookies to distinguish you from other users of the Website. This helps us to provide you with a good experience when you use the Website and also allows us to improve it. By agreeing to the terms of this Privacy Policy, you are agreeing to our use of cookies.
2. 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.
3. We use the following cookies:
 - a. **Strictly necessary cookies.** These are cookies that are required for the operation of the Website. They include, for example, cookies that enable you to log into secure areas of the Website;
 - b. **Analytical/performance cookies.** These allow us to recognise and count the number of users to the Website and to see how they move around the Website when they are using it. This helps us to improve the way the Website works, for example, by ensuring that users are finding what they are looking for easily;
 - c. **Targeting cookies.** These cookies record your visit to the Website, the pages you have visited and the links (if any) you have followed. We will use this information to make the Website more relevant to the information you usually require.
4. You can find more information about the individual cookies we use and the purposes for which we use them in the table below:

Cookie	Name	Description
Strictly Necessary		
User authentication	WASP2_FLAG	Used to allow users to log into the website.
User authentication	WASP2_USER	Used to allow users to log into the website.
Performance		

5. You block cookies by activating the setting on your browser that allows you to refuse some or all cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of the Website.
6. Except for essential cookies, all cookies will expire after 12 hours.

8. Changes to our privacy policy

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 email.

9. Contact

Questions, comments and requests regarding this Privacy Policy (including in relation to Cookies) are welcomed and should be addressed to qvsadmin@trinitycollege.co.uk.