

**LIMERICK INSTITUTE OF TECHNOLOGY : PRIVACY AND  
SECURITY POLICY FOR LIMERICK INSITUTE OF  
TECHNOLOGY CAMPUSCONNECT**

Here at Limerick Institute of Technology we care about your privacy and we respect your privacy rights.

By using Limerick Institute of Technology or LIT CampusConnect, you permit the collection and use of your personal information as described in this this Privacy Policy and you agree with this Privacy Policy (**last updated on 02/12/2016**).

**If you do not agree with the terms of this Privacy Policy, you should not use Limerick Institute of Technology CampusConnect and should not create an Limerick Institute of Technology CampusConnect Profile.**

You should note that by using LIT CampusConnect you are also subject to Limerick Institute of Technology Terms and Conditions. You should read the Limerick Institute of Technology Terms and Conditions of use as well as reading this Privacy Policy. If there is a conflict between the Limerick Institute of Technology Terms and Conditions and this Privacy Policy, then the Limerick Institute of Technology Terms and Conditions will have priority.

**1 ABOUT OUR PRIVACY POLICY**

- 1.1 The web and mobile app called LIT CampusConnect which can be downloaded and/or accessed from the following domain name or any webpage containing the domain name [lit.mycampusconnect.ie](http://lit.mycampusconnect.ie) ("Limerick Institute of Technology CampusConnect"), is controlled by Limerick Institute of Technology, Limerick, Ireland, "Limerick Institute of Technology", "we", "us" and "our".
- 1.2 The LIT CampusConnect hosted, managed, supported and developed by StudyBundles Limited, registered in Ireland, a limited liability company with registered number 560434 ("StudyBundles"), its service providers or any of their respective subcontractors and any use of your personal data or Content by StudyBundles, its service providers or any of their respective subcontractors in hosting, managing, supporting and developing LIT CampusConnect is carried out on our behalf.
- 1.3 Our Privacy Policy sets out the basis on which we process and use any personal data we collect from you or that is provided to us as a result of you registering on, downloading or otherwise using LIT CampusConnect.
- 1.4 Please read this Privacy Policy carefully to understand our views and practices regarding your personal data and how we will treat it. The terms "Limerick Institute of Technology CampusConnection Profile", "Public Profile" and "Contract" are defined in paragraph 2.3 and 2.4 and are used throughout this Policy. Certain functionality is available at the moment in LIT CampusConnect and certain functionality may be available in the future. When some or all of the functionality that is envisaged as being available in the future (but is not yet available) is referred to, we have indicated this by using the phrase "where the functionality is available at the time".

## 2 HOW WE COLLECT INFORMATION ON LIMERICK INSTITUTE OF TECHNOLOGY CAMPUSCONNECT

2.1 When registering as a user of LIT CampusConnect or during your time as a user of LIT CampusConnect you will be asked to provide information to us. We will inform you at the time of collecting information from you whether you must provide the information to use LIT CampusConnect or whether the provision of information requested by us is optional.

2.2 We may choose to verify some of the information that you give us when requesting an invitation to use LIT CampusConnect, when registering as a user of LIT CampusConnect or when using LIT CampusConnect.

2.3 We will inform you at the time of collecting information from you when the information that you provide to us will be accessible by other users of LIT CampusConnect or by third parties so that you can decide whether to provide the information to us. All information that you choose to provide to us, other than fields labelled as Avatar, Bio, Area of study, Type of student, Start date, and Nationality will be visible on the profile that may be viewed only by registered users of LIT CampusConnect (your **"Limerick Institute of Technology CampusConnect Profile"**). You will have the opportunity to publish and preview the public profile which is visible to all nonregistered, anonymous users of LIT CampusConnect (your **"Public Profile"**) and to edit the display settings for your Public Profile.

2.4 You agree that we may collect and process the following data about you:

2.4.1 if you contact us, we may keep a record of that correspondence;

2.4.2 information that you submit when you register as a user of LIT CampusConnect, which may include, but is not limited to, your name, course name at Limerick Institute of Technology, course type, student number, nationality, start date, academic interests, social interests, performance and engagement data and travel information;

2.4.3 text, sound, images and information that you submit or upload when you use LIT CampusConnect such as username, name, photographs, geographic location, email address, biography, personal preferences, comments, private messages, feedback sounds, video footage, graphics, quotes, text, images, content and other material (including any personally identifiable information) (whether created alone or jointly with other users, or automatically by your Device or through cookies), in various formats on LIT CampusConnect (information in Section 2.4.2 and 2.4.3 being "Content");

2.4.4 the App Channel and/or Device you use to access Limerick CampusConnect; and

2.4.5 details of your visits to LIT CampusConnect including, but not limited to, traffic data, location data, weblogs and other communication data.

2.4 Where the functionality is available, we may make LIT CampusConnect available for download via a number of channels, including websites, app stores, shops and markets (e.g. the Apple Inc. App Store and Google Inc.'s Google Play) which StudyBundles decides upon from time to time (each an "App Channel") operated by third parties (each an "App Channel Operator").

### **3 INFORMATION ABOUT YOU RECEIVED THROUGH VARIOUS APP CHANNELS**

3.1 While you are using a version of LIT CampusConnect downloaded from an App Channel, and while that app is installed on a device that you use to access the LIT CampusConnect ("Device"), we and/or the App

Channel Operator may use cookies or other technology to collect and process the following information about you, and we may have access to that information:

3.1.1 information on your patterns of use of LIT CampusConnect, such as how long you use it for, how often you use it and what you do or click when you are using it;

3.1.2 the number of pages and videos of LIT CampusConnect viewed each time you use it;

3.1.3 your location when you are downloading and using the LIT CampusConnect;

3.1.4 information about your Device, including (where available) your IP address, alphanumeric IDs, operating system, browser type, information regarding the volume and status of data transmission, clickthrough statistics, the name of the domain and host from which you access the internet and the date and time you access portions of LIT CampusConnect; and

3.1.5 what other StudyBundles managed apps you have installed on your Device.

3.2 We have no control over an App Channel Operator's collection or use of information, in most cases, and cannot change what information is made available to us by an App Channel Operator by virtue of your or our use of the App Channel.

3.3 Your personal data is gathered:

3.1.1 when you provide it to us or the App Channel Operator;

3.1.2 through use of cookies by an App Channel Operator; as far as we know, the App Channel Operator cookies do not collect any information from your Device that is not related to the download or use of LIT CampusConnect; and

3.1.3 through use of cookies by us placed by the App Channel Operator on the Device.

3.4 You may refuse to accept these AppChannel Operator cookies by activating the setting on your Device which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access or use certain aspects of LIT CampusConnect. Unless you have adjusted your Device settings so that it will refuse cookies, we will use cookies when you open LIT CampusConnect. See Section 10 below (IP Addresses and Cookies) for further information on Cookies used by us.

## **4 USES MADE OF THE INFORMATION**

4.1 LIT CampusConnect provides registered users of LIT CampusConnect who are also entrants or prospective entrants to Limerick Institute of Technology (each a "user") with guidance, information, opportunities for skills development and social networking opportunities, and serves as a planning tool for users in preparation for enrolment at Limerick Institute of Technology and a resource guide once they enter Limerick Institute of Technology.

4.2 As a user you will partake in the LIT CampusConnect, in each case where the functionality is available at the time, by:

4.2.1 creating and maintaining your LIT CampusConnect Profile;

4.2.2 creating and maintaining Public Profile comprising the personal information and other Content about you which you choose to make available on LIT CampusConnect, so that users are able to identify you and interact with you;

4.2.3 publishing, writing, creating, uploading, sharing, changing, editing, saving and browsing Content;

4.2.4 changing, editing and reviewing your LIT CampusConnect Profile (including Public Profile) and Content which you have created and uploaded to LIT CampusConnect ;

4.2.5 interacting with other users and with us on LIT CampusConnect, including by exchanging private messages and other Content with other users or us using LIT CampusConnect;

4.2.6 sending feedback in relation to LIT CampusConnect to us;

4.2.7 posting Content in comments on LIT CampusConnect where the functionality is available; and

4.2.8 participating in surveys, web polls and other Content creation on LIT CampusConnect as well as in any other activity that results in the ranking, rating, classification, categorisation and evaluation of content made available on LIT CampusConnect, including your Content.

4.3 Where the functionality is available at the time, you agree that all Content on your Public Profile LIT CampusConnect may be accessed, read and saved by other registered users of LIT CampusConnect, by us, StudyBundles and any of LIT or StudyBundles' respective service providers and sub-contractors. We can allow you to

search for other registered users of LIT CampusConnect.

- 4.4 We use information that we have access to about you or that you give to us in the following ways:
- 4.4.1 to refine and improve LIT CampusConnect and to deliver to you and other users a good service;
  - 4.4.2 to gain insight into how students and prospective students use LIT CampusConnect so that we can make improvements to its usability and to LIT enrolment strategy and student engagement actions in the future;
  - 4.4.3 to balance traffic on LIT CampusConnect to ensure our users receive a consistent and reliable service;
  - 4.4.4 to conduct research on and analysis of on our communication and marketing practices and our interactions with you, with a view to improving our enrolment processes, student services, pre-enrolment interactions with students and prospective students and information services;
  - 4.4.5 to provide you with information regarding LIT which we feel may interest you by displaying this information on LIT CampusConnect;
  - 4.4.6 to comply with our legal obligations;
  - 4.4.7 to allow you to access LIT CampusConnect and to participate in interactive features of our service when you choose to do so; and
  - 4.4.8 to notify you about changes to our services including LIT CampusConnect.
- 4.5 You agree that Content that you have included in in your Public Profile, in your comments and feedback and in any other Content you submit on public or user accessible sections of the LIT CampusConnect will be accessible to us and may be accessible to other registered users of LIT CampusConnect except, in the case of users, where you have deliberately used the functionality on LIT CampusConnect to hide that Content.
- 4.6 Where the functionality is available at the time, other users of LIT CampusConnect that you are connected to ("**Linked Users**"), like, for example, those you follow, send messages to or interact with on LIT CampusConnect, or those you are followed by or messaged by can see some of your Content, provided this information has been made visible by you through settings of the userinterface on the LIT CampusConnect from time to time. Your username may be used when you send a private message, Content or other content to another user.
- 4.7 Except as set out in this Privacy Policy, we do not sell, rent, share, trade or give away any of your personal information or your Content.
- 4.8 We may also use your email address and other contact details which you provide to us to contact you regarding LIT CampusConnect, but you may choose not to receive emails of this type or messages of this type by contacting us at [international@lit.ie](mailto:international@lit.ie).

- 4.9 Where the functionality is available at the time, additionally, we may contact you using your email address or to notify you that another user have sent you a private message and/or to inform you that someone wants to add you as a friend or that they want to contact you. In order to allow you to send and receive private messages to and from other registered users of LIT CampusConnect, we record the messages that you send and receive using LIT CampusConnect private messaging feature.
- 4.10 Where the functionality is available at the time, we may use your Content to personalise LIT CampusConnect for your use, including to identify materials or users that we think might interest you. For example, we may place information that is relevant to the course that you registered on your LIT CampusConnect Profile so that it is visible to you when you log into the LIT CampusConnect.

## **5 DISCLOSURE OF YOUR INFORMATION TO OTHER PEOPLE**

- 5.1 We do not disclose to any third party personal information about you unless we have your permission (including as given in this Privacy Policy), you have asked us to do so (for example by sending another user a private message) or we believe the law permits or requires it.
- 5.2 You understand and agree that we may disclose your personal information to the following third parties:
- 5.2.1 StudyBundles, their service providers and/or sub-contractors (including in use in cloud computing and/or distributed content storage and delivery systems) for the purposes of hosting, managing, supporting and developing LIT CampusConnect;
  - 5.2.2 any other service providers of LIT in connection with or for the purpose of any application to be used by LIT in addition to or as a replacement of LIT CampusConnect but having substantially the same objectives as LIT CampusConnect or any of the service providers or subcontractors of Limerick Institute of Technology service providers for the purpose of hosting, managing, supporting and developing any such application;
  - 5.2.3 any other service providers of Limerick Institute of Technology relating to or in connection with LIT CampusConnect;
  - 5.2.4 our professional advisors (e.g. lawyers, tax advisors);
  - 5.2.5 any prospective seller or buyer of any business or assets of LIT CampusConnect, StudyBundles, its service providers or subcontractors, Limerick Institute of Technology or its service providers or subcontractors;
  - 5.2.6 to protect the rights, property or safety of Limerick Institute of Technology ; this includes exchanging information with third parties for the purposes of obtaining insurance, cyber security assistance and risk reduction.
- 5.3 If there is specific functionality on LIT CampusConnect to deal with disclosure of data, we will tell you when information about you may be provided to third parties by us in

ways other than those explained above; you will have the option to prevent such information sharing at the time that we tell you.

- 5.4 We do not disclose personal information about you to third parties unless you have consented to that disclosure in accordance with this section 5 of the Privacy Policy, but we may provide third parties with aggregate anonymised information about users of LIT CampusConnect. For example, we may inform them that 500 men aged under 23 who interacted with specific content on the LIT CampusConnect finished their courses at Limerick Institute of Technology with honours degrees, or we might inform third parties regarding the number of unique users who visit LIT CampusConnect during a particular period. By using LIT CampusConnect you agree to these practices. We also provide reports to third party search engines and mapping service providers which may include aggregate anonymised information about LIT CampusConnect users.

## **6 OVERSEAS TRANSFERS**

It may be necessary to transfer your personal information to StudyBundles or to their service providers located in countries outside of the European Economic Area (EEA). This may happen where our servers, the servers of StudyBundles, or its suppliers and service providers are based outside of the EEA, or where you use LIT CampusConnect while visiting countries outside of the EEA. The data protection and other laws of countries outside the EEA may not be as comprehensive as those in Ireland or the EU. We will only transfer data to countries out the EEA in circumstances where we are permitted by law or have abided by any applicable Irish and EU requirements in order to allow us to make the transfer. If under applicable law, we require your consent to permit the transfer, we will ensure adequate safeguards are in place in respect of any data to be transferred. You consent to us transferring your personal data outside the EEA on that basis. =

## **7 TIPS AND WARNING**

- 7.1 The use by you of LIT CampusConnect is at your sole risk.
- 7.2 From time to time software providers are the target of third parties acting illegally and masquerading as legitimate entities. If you are in doubt about the authenticity of any source of any communication purporting to be from LIT CampusConnect, please let us know by contacting LIT at the following details [international@lit.ie](mailto:international@lit.ie)
- 7.3 LIT CampusConnect may, from time to time, contain links to and from the websites of student organisations, charities, government agencies, other educational bodies with which we have some association or with which we have no association. If you follow a link to any of these websites, please note that these website operators have their own terms and conditions and/or privacy policies and that we do not accept any responsibility or liability for these terms and conditions, policies or for the activities on those websites. The fact that we link to a third party website not an endorsement, authorisation or representation of our affiliation with that third party.

## **8 MINORS**

- 8.1 We do not knowingly collect or hold information about children under the age of 16. If we become aware that a child under the age of 16 has provided us with personal information, we will take steps to either delete it as soon as possible or to ensure that the child has the consent of an appropriate adult to download LIT CampusConnect. If a parent or guardian becomes aware that a child (a person under the age of 16) has provided us with personal information without their consent, please contact us on [international@lit.ie](mailto:international@lit.ie).

## 9 SECURITY AND CONTROL OF YOUR PERSONAL DATA

- 9.1 We will take steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.
- 9.2 Where we have given you (or where you have chosen) a password which enables you to access certain parts of LIT CampusConnect, you are responsible for keeping this password confidential. Do not share your password with anyone. You are responsible for the security of your password.
- 9.3 You should be aware that when you voluntarily disclose personally identifiable information and agree to make that information public on LIT CampusConnect via your Public Profile, Content, in private messages or in other areas of LIT CampusConnect that information can be collected, correlated and used by third parties outside of our control. These third parties or other LIT CampusConnect users may use your information to send you unsolicited messages, and such activities are beyond our control. Please do not post any personal information on LIT CampusConnect, especially in your Public Profile or in other public areas that you wish to keep private.
- 9.4 Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, for example, by forcing HTTPS connections when you submit or amend your password or by terminating user sessions when you have not used LIT CampusConnect for an extended period of time, we cannot guarantee the security of your Content transmitted to LIT CampusConnect; any transmission is at your own risk. Once we have received your Content, we will use strict procedures and security features to try to prevent unauthorised access. ***You acknowledge that we are not responsible for any intercepted Content sent by you or to you via the internet, and you hereby release us from any and all claims arising out of or related to the use of intercepted Content in any unauthorised manner.***

## 10 IP ADDRESSES AND COOKIES

- 10.1 We may collect information about your Device, including (where available) your IP address, geographic location, alphanumeric IDs, operating system, browser type, information regarding the volume and status of data transmission, clickthrough statistics, the name of the domain and host from which you access the internet and the date and time you access portions of LIT CampusConnect, for system administration and statistical purposes. This is statistical data about our users' browsing actions and patterns, and we do not use them to identify any individual,



except if required by the law.

- 10.2 Cookies contain information that is transferred to your Device. On revisiting LIT CampusConnect our computer server will recognise the cookie, giving us information about your last visit. The cookies we use help us to improve LIT CampusConnect and to deliver a better and more personalised service. They enable us:
- 10.2.1 to allow you to enter LIT CampusConnect without explicitly typing in your user name and password every time;
  - 10.2.2 to estimate our audience size and usage pattern;
  - 10.2.3 to store information about your preferences, and so allow us to customise LIT CampusConnect according to your individual interests; and
  - 10.2.4 to speed up your use of the LIT CampusConnect and searches.
- 10.3 You may refuse to accept cookies by activating the setting on your browser or Device which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access or use certain aspects of LIT CampusConnect. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to LIT CampusConnect. For information on how to control your cookies go to [www.allaboutcookies.org](http://www.allaboutcookies.org).
- 10.4 Please see section 3 of this Privacy Policy also, which deals with App Channel Operator cookies.

## **11 ACCESS TO INFORMATION AND UPDATING, VERIFYING AND DELETING PERSONAL DATA**

- 11.1 At any time, you can make a written request to have access to all the personal information that we hold about you. We will provide this information to you and may request a small administrative charge.
- 11.2 As a registered user of LIT CampusConnect, you can modify or update your personal information on LIT CampusConnect) at any time by accessing the Profile Settings or by contacting us at [international@lit.ie](mailto:international@lit.ie)
- 11.3 If you choose to terminate your LIT CampusConnect Profile, you should contact us at [international@lit.ie](mailto:international@lit.ie) giving us clear instructions to terminate your account. If you choose to terminate LIT CampusConnect Profile, your Public Profile, LIT CampusConnect Profile and the messages you initiated will be deleted. Other Content, including but not limited to, your Content, content you have ranked, rated or syndicated in any way, messages you have exchanged with other users which have been turned into Content, feedback, other Content and/or redflag submissions, will not be removed from LIT CampusConnect. However, we will use reasonable commercial endeavours to ensure that none of your personal information continues to be displayed on LIT CampusConnect except to comply with our legal obligations (including crediting you as the author of your Content)].

2.3 You can modify, update or delete your inaccurate personal information at any time by contacting us at [international@lit.ie](mailto:international@lit.ie).

## **12 CHANGES TO OUR PRIVACY POLICY**

12.1 Any changes we may make to our Privacy Policy in the future will be posted on this page. You should visit this page periodically to review any changes to the Privacy Policy.

## **13 USER FEEDBACK AND COMPLAINTS**

13.1 We welcome questions, comments and requests regarding this Privacy Policy. These should be addressed to [international@lit.ie](mailto:international@lit.ie) or by post to Limerick Institute of Technology, Moylish park, Limerick