

COBWEB Privacy Policy [Oct 2014]

COBWEB is a multi-site, multi-partner consortia involved in the development of 'Citizen Observatories' under the finance and auspices of the EU FP7 framework. The consortia lead is the University of Edinburgh (UEDIN) and is based at EDINA, University of Edinburgh, 160 Causewayside, Edinburgh EH9 1PR, UK. We are committed to preserving your privacy.

Please read the following carefully to understand how we use and protect the information obtained from those using the sites or services that COBWEB provides ("**the Services and the Sites**").

This policy (together with any separate terms of use document applicable to any Service or Site) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

For the purpose of the Data Protection Act 1998 ("**the Act**"), the data controller is the Higher Education Funding Council England, Northavon House, Coldharbour Lane, Bristol, BS16 1QD.

Information we may collect from you

We may collect and process data about you:

- When you provide us with your personal details (such as your name, telephone number and e-mail addresses) by registering to use any Service, registering as an institutional service representative, when you fill in any forms on any Site, when you report a problem to us or if you submit an enquiry to us relating to any Site or Service.
- When you respond to any surveys which, for research purposes, we may ask you to complete.
- From your usage of any Site or any Service and data that you post on any Site or Service, e-mail to us or send to us.

Use of your information

We use your information:

- To enable us to supply you with the Services and information which you have requested.
- To ensure that the Services, and any other content from any Site, is presented in



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the most effective manner for you and for your computer.

- To contact you about resources you have deposited within a Service.
- To analyse the information we collect for service usage purposes and so that we can administer, support, improve and develop the Sites and the Services.
- To provide you with information, products or services which we feel may interest you, where you have consented to be contacted for such purposes.
- To notify you about changes to any Service.

We may contact you by post, telephone, fax or e-mail. If you change your mind about being contacted in the future by any of these means, then please let us know.

Storage of your information

Where we have given you (or where you have chosen) a password which enables you to access any Service or certain parts of any Site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

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 us; 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.

Disclosure of your information

Authorised personnel within the COBWEB consortia will be able to access the information that you provide to us. We may also disclose your information to your own institution or employer (if applicable), to EU, to third party service data providers or to any other third party 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 any terms of use applicable to any Service; or to protect the rights, property, or safety of the COBWEB infrastructure, that of the University of Edinburgh, our users, or others.

Unless required or permitted to do so by law, we will not otherwise share, sell or distribute any of the private information you provide to us without your consent.

IP addresses

We may collect information about your computer, including where available, your IP address, operating system and browser type, for the purposes of system administration and service usage analysis. This information is statistical data about



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users' browsing actions and patterns and is not used to identify any individual.



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