

## ***Jorum Privacy Policy***

Please contact the Service Provider at the following postal address or email address if you have questions about this policy.

Jorum Data Protection Coordinator  
Causewayside House,  
160 Causewayside,  
Edinburgh,  
Scotland,  
United Kingdom  
EH9 1PR

support@jorum.ac.uk

This statement sets out how the Jorum Service Provider ("we" or "us") uses and protects personal information that a User ("you") provide when using Jorum, in compliance with European Union (EU) and UK data protection requirements. We are established and based in the United Kingdom (UK). As such, we comply with EU and UK data protection law. If you are resident outside the EU then we cannot confirm that our collection and treatment of personal data is compliant with your local data protection/privacy laws. If you do not agree to your data being dealt with in the manner described in this statement then please do not submit your personal details. However, please note that where you do not submit personal details that we request your access to the services/materials offered by Jorum will be restricted.

### **What information do we collect?**

When you register to use Jorum we will grant access to Jorum. As part of the registration process you will be required to provide us with personal information, including:

- your name and contact information, including e-mail address.

A Registered User may choose to make his or her member profile public or private. Contributions, ratings, reviews, and tags etc. created by Registered Users are intended to become part of the shared Jorum Community knowledge base and as such are created under the Creative Commons Attribution-NonCommercial 2.0 UK License. For more information on how Jorum manages content provided by Registered Users please consult the [Jorum Terms of Service](#) document.

### **What do we do with the information we collect?**

We will use the personal information you provide for the following reasons:

- administration of your registration
- To help in the investigation and resolution of any legal issues arising out of the use of Jorum

1.4. We reserve the right to disclose the identity of Registered Users to third parties who claim that material contributed infringes their rights (e.g. their privacy or IPR rights).

1.5 We reserve the right to disclose criminal activity (e.g. breach of the Computer Misuse Act 1990) to the relevant authorities.

### **Who do we share this information with?**

We will not transfer, disclose, sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law.

### **How to get copies of the information we have collected**

You may request details of personal information which we hold about you under the Data Protection Act. If you would like a copy of the information held on you please write to; Data Protection Coordinator, Causewayside House, 160 Causewayside, Edinburgh, Scotland, United Kingdom, EH9 1PR; or e-mail [support@jorum.ac.uk](mailto:support@jorum.ac.uk). If you think that any information we have about you is incorrect or incomplete please write or e-mail us as soon as possible. We will correct or update any information as soon as possible.

### **Security of Data**

We are committed to ensuring that your personal information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect on-line.

### **Linking**

As outlined in the [Jorum Terms of Service](#), we may link to other websites, which are not within our control. Once you have left the Jorum website we cannot be responsible for the protection and privacy of any information which you provide to these sites. You should exercise caution and look at the privacy statement applicable to the website in question.

### **User Activity Data and Cookies**

JorumOpen and JorumUK use cookies to store a web application session ID and a Shibboleth session ID. This is required so that you can use the services effectively. JorumOpen also integrates with Google Analytics to record user activities so that that the Jorum team can see how many people are using the service and which resources are most popular. Usage statistics are reported to the funding body, JISC.

### **Acknowledgement (to be placed at the bottom of a web page in small font size)**

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