

CREATIVE OPPORTUNITIES PRIVACY AND COOKIES POLICY

1. ABOUT THIS POLICY

- 1.1 The University of the Arts London ("us" or "we") which operates the website at <http://creativeopportunities.arts.ac.uk/> (the "Website") is committed to respecting and protecting your privacy. This policy sets out the basis on which any information we collect from you or which we provide to you will be processed by the University.
- 1.2 In this policy "you" or "your" refers to the individual using the Website.
- 1.3 For the purposes of the Data Protection Act 1998 ("DPA"), the University is the data controller of any such information.
- 1.4 By using the Website, you consent to the University using your personal data in accordance with this policy.
- 1.5 We may change this privacy policy from time to time and you should check the relevant page of the Website frequently to see any updates or changes that have been made.

2. ABOUT US

We are a higher education corporation and exempt charity for the purposes of the Charity Act 1993. Its main place of business is at 272 High Holborn, London, WC1V 7EY.

3. INFORMATION WE MAY COLLECT FROM YOU

- 3.1 When you use the Website, the University may collect and process information that you provide, including but not limited to:
 - 3.1.1 information you provide including information you provide when you register to use the Website, such as your name and contact details;
 - 3.1.2 records of any correspondence between the University and you; and
 - 3.1.3 any information or materials that you post or upload to the Website.
- 3.2 The University may also automatically collect:
 - 3.2.1 details of your visit to the Website and your use of the Website; and
 - 3.2.2 technical information such as your IP address and login information.

4. COOKIES

The University may use "cookies" to help obtain information about your use of the Website. Cookies are files containing information that are transferred from the Website to the hard drive of your computer. They help the University to improve the Website and to provide you with a more personalised service. For example, cookies may be used to recognise your computer by its IP address, operating system and browser type, so that the next time you visits the Website the University knows that you is a repeat visitor. It is normally possible to alter the settings of your computer so that cookies cannot be used in this way, but this may affect the way in which you can use the Website.

5. USE MADE OF YOUR INFORMATION

- 5.1 The University may use the information we collect about you or that you provide:
 - 5.1.1 to verify your identity;
 - 5.1.2 to ensure that material on the Website is presented in the most effective manner for you and your computer;
 - 5.1.3 to provide you with information, materials and services that the you from the University or which the University believes may interest you (where you have consented to being contacted for such purposes);

- 5.1.4 to allow you to use the interactive features of the Website;
- 5.1.5 to meet any obligations the University may have to you under contract;
- 5.1.6 to allow you to participate in interactive features of the Website;
- 5.1.7 to communicate with you on any matter relating to the Website; and
- 5.1.8 for various administrative functions connected with the Website.

6. STORAGE OF YOUR INFORMATION

- 6.1 The information about you which is collected via the Website and used by us is stored on servers in the United Kingdom. It may be processed by University or by third parties on our behalf.
- 6.2 Where we have a right under this policy to disclose your information to third parties, it may be transferred to and stored at a destination outside the European Economic Area (EEA), including destinations that do not provide adequate protection for your rights in relation to the processing of personal data. By submitting your personal data, you agree to this transfer and storage
- 6.3 The transmission of information via the internet is not completely secure and we cannot guarantee the security of information transmitted to the Website. Any transmission is at your own risk. Once we have received your information, we will take all reasonable steps necessary to ensure that your information is secure.

7. DISCLOSURE OF YOUR INFORMATION

- 7.1 We may share aggregated data about users of the Website with selected third parties, without disclosing individual names or personally identifying information.
- 7.2 We may disclose information about you to its officers, employees, consultants and agents, and to any of its subsidiary companies.
- 7.3 We may also disclose your information to any third party:
 - 7.3.1 where we are under a legal obligation to do so; or
 - 7.3.2 in order to enforce or apply the terms of any contract between us (including our terms of use for the Website);
 - 7.3.3 for the purpose of performing any contractual obligation we may have to you and to provide our services; or
 - 7.3.4 to protect our rights, property or safety, or those of others, including exchanging information with other companies and organisations for the purposes of fraud prevention and credit risk reduction.
- 7.4 If you are using the Website to apply for jobs and you submit your CV, covering letter or other information for the purposes of making an application for an opportunity, we will make that information available to the person, firm or company offering that opportunity. By submitting those documents or that information, you agree to us making them available in this way.

8. YOUR RIGHTS

- 8.1 You have the right to ask us not to use your information for marketing purposes. You can exercise this right at any time by contacting the University at jobsonline@arts.ac.uk.
- 8.2 The DPA 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 it holds about you.
- 8.3 The Website may from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note

that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

9. CONTACT

Questions, comments or requests regarding this policy should be sent to jobsonline@arts.ac.uk.