



Privacy Policy

1. Introduction

1.1. Your privacy is important to York St John Students' Union (YSJSU), the provider of this website platform. The following Privacy Policy discloses the information practices for our website(s), including the type of information gathered, how the information is used, and YSJSU's policy regarding sharing information with others. Information regarding our privacy practices is included wherever personal information is collected on our website(s).

2. Consent

2.1. By using the Site, you agree to the terms of this Privacy Policy.

3. Personal Information Provided by You

3.1. We gather Personal Information and Anonymous Information from you when you visit the Site. "Personal Information" means any information that may be used to identify an individual, including, but not limited to: a first and last name; e-mail address; a home, postal or other physical address (when using services designed to deliver or send items to you) or other contact information necessary to provide a service that you requested. "Anonymous Information" means information that is not associated with or linked to your Personal Information; Anonymous Information does not permit the identification of individual persons. We collect Personal Information and Anonymous Information, as described below.

4. We Collect Personal Information From / In The Following Instances:

4.1. For students of York St John University, you are normally pre-registered automatically with the site and access is via your University login details. York St John University and YSJSU have an agreement to share your personal data which is relevant to enhancing your student experience.

4.2. For Associate Members, you will be registered on the site by YSJSU and informed of your login details.

4.3. For members of the public, if you register to the site:

- we will record your contact information, username and password. We can collect additional information submitted through registration or via updating your information.

- you will be added to the site's email database and will receive emails from the site. You can opt out of receiving emails by un-subscribing to the site.
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 - Your access to the site will be limited.
- 4.4. If you purchase through the site, we will record your billing address, however we do not record your payment card details. This information is collected through Protx, our online payment cart provider. No card payment details are stored through the site.
- 4.5. If you purchase through the online shop, you do not need to register to the site, we will record your contact information and billing address; however we will not record your payment card details. This information is collected through Protx, our online payment cart provider. No card payment details are stored through the site.
- 4.6. If you email us directly via an email hyperlink or contact form to provide us with feedback or to ask us a question regarding the site, we will record any information contained in such email.
- 4.7. If you download software from the site, we will record your contact information, your additional details and intended use of the software.

5. Personal Information Collected Automatically

- 5.1. As you navigate our website(s), certain information will be collected automatically. Your domain name will be recorded in order to measure and track your use of the site. This data helps us to improve the content of the site and to customise the content or layout of the site for you. We may also record your email address, which will then be automatically recognised by our servers.
- 5.2. We use cookies on the site to collect Personal Information from you to allow us to detect the areas of the site that are of interest to you. This enables us to improve our service and to provide you with tailored information upon your subsequent visits. A cookie is an element of data that a website sends to your computer's hard drive while you are viewing a website. YJSU uses both session cookies (which expire once you close your web browser) and persistent cookies (which stay on your computer until you delete them). You can set your browser to notify you when you receive a cookie, giving you the chance to decide whether to accept it. You can also set your browser to turn off cookies. If you do so, however, some areas of the site may not function properly.

(To find out more information on how we use cookies please view our [Cookie Policy](#).)

6. Use of Personal Information

- 6.1. We collect Personal Information from you to fulfil your requests. For example, we may use your Personal Information to process an online purchase or interact with a service or feature to the site. We may also use your Personal Information to send you information that you requested, or to confirm registrations, purchases, or service request submissions.
- 6.2. We may use your email address to notify you of products or services that may interest you, such as events or other items of interest, in addition we may notify you of recent

updates to our site, or to provide you with latest news notifications. You may opt-out from receiving promotional or marketing emails by clicking on the unsubscribe link.

6.3. In some cases, the opt-out facility will not be available. These instances include transactional or relationship messages, such as emails that are necessary to provide you with confirmation of a completed transaction (such as a purchase, request, or change in your user profile), emails providing notification of changes of terms of service, emails containing important information about the use of the site and important information from the York St John University which is relevant to your experience as a student.

6.4. We may create Anonymous Information records from Personal Information by excluding information (such as your name) that makes the information personally identifiable to you. We use this Anonymous Information to perform statistical analyses of users' aggregate behaviour so that we may enhance the content of our services and improve site navigation.

7. Disclosure of Personal Information

7.1. Your Personal Information will generally not be shared, sold, traded, or rented to individuals or other entities such as direct mail organisations. However, we may need to provide your Personal Information to third parties to charge your credit card or deliver specific services to you such as support services or shipping. These third parties are required not to use your Personal Information other than to provide the services requested by YSJSU.

7.2. Although we currently share your Personal Information with our subsidiaries, we do not share your Personal Information with our affiliates, joint ventures, or other companies under a common control (collectively, "Affiliates"), we may do so in the future. If we decide to share some or all of your Personal Information with any of these affiliates, we will require such affiliates to honour this Privacy Policy. If ULSU assets are acquired by another company, that company will possess the Personal Information collected by us and it will assume the rights and obligations regarding your Personal Information as described in this Privacy Policy.

7.3. We may disclose your Personal Information if we believe in good faith that such disclosure is necessary to:

7.3.1. comply with relevant laws or to respond to subpoenas or warrants served on YSJSU; or

7.3.2. protect and defend the rights or property of YSJSU or users of the site.

8. Editing Your Personal Profile

Full Student Members

8.1. As we collect the relevant information from York St John University, any changes to your personal information e.g. change of address must be done through the University and usually the E-Vision platform.

Associate Members

8.2. You will need to inform YSJSU of any changes to your personal details so they can be updated.

Members of the Public

8.3. We realise that your Personal Information, including your name, address and email address, is subject to change. To the extent that you do provide us with Personal Information, we wish to maintain its accuracy. In some cases, we provide a means to create an account or a profile of information. For example, to change your Personal Information, login with the information we have provided to you and select the "Update My Details" link.

9. Security of Your Personal Information

9.1. We safeguard the Personal Information you send to us with certain physical, electronic, and managerial procedures. If you have established an account with us, your account information is password-protected for your privacy and security. In most areas of the site, we use industry-standard-encryption to enhance the security of data transmissions. In other areas, we notify you with a pop-up screen when we transfer or receive certain types of sensitive information. We also store your Personal Information behind our firewall and utilise appropriate security measures in our physical facilities to prevent loss or unauthorised use of sensitive information. Except as provided elsewhere in this Privacy Policy, we limit access to Personal Information in electronic databases to those persons (including employees and staff of YSJSU) in our organisation that have a need for such access. While we strive to protect your Personal Information, we cannot ensure the security of the information you transmit to us, and so we urge you to take every precaution to protect your Personal Information when you are on the internet.

9.2. We suggest that you change your passwords often, use passwords that include a combination of letters and numbers, and use a secure browser. Products and services are available which can help give you privacy protection while navigating the internet. While we do not anticipate breaches in security, if one occurs, we will use commercially reasonable efforts to correct the problems that led to the breach.

10. Regarding Children

10.1. We do not structure our websites to attract children. Accordingly, we do not intend to collect Personal Information from anyone under 18 years of age unless they are students of the University of Lincoln.

10.2. Our provision of a link to any other website or location is for your convenience and does not signify our endorsement of such other website or location or its contents. We have no control over, do not review, and cannot be responsible for, these outside websites or their content. Please be aware that the terms of our Privacy Policy do not apply to these outside websites.