



## This privacy notice sets out how Keble College gathers and processes information from our website

*This is one of several Privacy Notices published by Keble College, all of which are available [here](#), along with more information about what the notices explain, personal data, your rights and who you can contact about your data.*

### **What personal data we hold about you and how we use it**

Whenever you use a website, mobile application or other Internet service, certain information is created and recorded automatically. The same is true for our website(s), being those with URLs starting [www.keble.ox.ac.uk](http://www.keble.ox.ac.uk) or <http://thebrick.keble.net>. The Alumni website <https://www.keble.net/> is covered in the [Alumni, Donors and Friends Privacy Notice](#).

In addition to the data we gather via web forms placed on our site (the handling of which will be governed by the relevant data protection notice covering the circumstances and context), we collect and generate a variety of data via our website(s).

Categories of data that we collect, store and use include (but are not limited to):

- Log data: Whenever you use our website, our servers automatically record information (“log data”) regarding that access, including:
  - Any data sent by your browser or mobile app to enable you to access the site.
  - Location data of users.
  - Internet Protocol (IP) address of the connecting device or other unique device identifiers.
  - Browser type and setting for the connecting device.
  - The date and time of access.
  - Details of any attempts to log on to closed systems.
  - Crash data.
  
- Cookie data: We may use “cookies” (small text files sent by your computer each time you visit our website, unique to your visit or your browser) or similar technologies to record additional information. Our cookies record information including:
  - If a user is ‘logged in’ to edit the website via our CMS

For further information on the cookies we use and the data each collects, please see our Cookie Notice at the end of this document.

Most data collected is statistical data about our users' browsing actions and patterns, and does not identify any individual. However, there may be occasions where browsing patterns are connected to IP addresses or location data such that the data as a whole is personal data.

Whether we collect some of the above information often depends on your device type and settings. To learn more about what information your device makes available to us, please also check the policies of your device manufacturer or software provider

### **The lawful basis on which we process your data**

The law requires that we provide you with information about the lawful basis on which we process your personal data, and for what purpose(s).

In most circumstances, we require your consent to place cookies on your device(s). If you would prefer that we do not use cookies, you should adjust your browser settings to reject cookie use. Your operating system may allow you to set your preferences in a variety of ways, including a "Do Not Track" setting. If you enable the setting, we will not track your activity on our site.

Where we use cookies for site security, or to ensure the proper functioning of the site (for example via the use of load-bearing cookies), we do not require your consent to the use of these cookies. We have a legitimate interest in their use and we process all data, as collected by those cookies, on that basis.

### **Data that you provide to us and the possible consequences of you not providing it**

The data that we collect via our website in the course of your accessing it, is provided by you on a voluntary basis. If you elect to adjust your browser settings to reject cookies, it may affect your experience in using the site, in the event that any blocked cookies support functionality.

### **Other sources of your data**

Apart from the data that you provide to us, we may also receive data about you from other sources:

- We may get information about you and your activity outside Keble College from other third parties we work with. For example:
  - The University of Oxford (if you are authenticated with SSO/Shibboleth)

## How we share your data

We do not, and will not, sell your data to third parties. We will only share it with third parties if we are allowed or required to do so by law.

Examples of bodies to whom we are required by law to disclose certain data include, but are not limited to:

Organisation	Why?
UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, safeguarding, or national security.	We may share data with government departments, crime prevention and law enforcement agencies when required or considered appropriate in the circumstances and with the proper consideration of your rights and freedoms. [in cases where the law places a duty on us to report]

Examples of bodies to whom we may voluntarily disclose data, in appropriate circumstances, include but are not limited to:

Organisation	Why?
Other Colleges and/or PPH's within the University of Oxford, University offices and/or departments	Data from cookies may be shared in pursuit of our legitimate interest in maintaining the proper function and security of our website, or where the other party has a legitimate interest in receiving the data for similar purposes. Data may also be shared in an anonymized and/or statistical format.
Legal advisers and auditors	To support our legal and financial obligations and objectives.
Third party service providers	To facilitate activities of Keble College. Any transfer will be subject to an appropriate, formal agreement between Keble College and the processor.
UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, safeguarding, or national security.	We may share data with government departments, crime prevention and law enforcement agencies when required or considered appropriate in the circumstances and with the proper consideration of your rights and freedoms.

Where website information is shared with third parties, we will seek to share the minimum amount of information necessary to fulfil the purpose.

All our third party service providers are required to take appropriate security measures to protect your personal information in line with our policies, and are only permitted to process your personal data for specific purposes in accordance with our instructions. We do not allow our third party providers to use your personal data for their own purposes.

### **Sharing your data outside the European Union**

The law provides various further safeguards where data is transferred outside of the EU.

When you are resident outside the EU in a country where there is no “adequacy decision” by the European Commission, and an alternative safeguard is not available, we may still transfer data to you which is necessary for performance of your contract with us.

Otherwise, we will not transfer your data outside the European Union without first notifying you of our intentions and of the safeguards that apply to your data.

### **Automated decision-making**

We do not envisage that any decisions will be taken about you based solely on automated means. We will update this notice if this position changes.

### **How long we keep your data**

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting, regulatory, disciplinary or reporting requirements.

The majority of website data is not held in a personally identifiable for more than [1] year. Data which we need to hold for longer periods will be anonymized where possible.

Please note that we may keep anonymized statistical data indefinitely, but you cannot be identified from such data.

We adopt data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site. Data is stored on servers protected by access controls. Backups are stored offsite and are encrypted during transmission and in storage.

### **Future changes to this privacy notice**

We may need to update this notice from time to time, for example if the law or regulatory requirements change, if technology changes or to make the Keble College’s or the University’s operations and procedures more efficient. If the change is material, we will publish details of the

Keble College Website Privacy Notice  
including Cookie Policy  
Version control: V.1.2 (July 2018)

change with no less than two months' notice so that you can exercise your rights, if appropriate, before the change comes into effect.

You can access past versions of our privacy notices at <https://www.keble.ox.ac.uk/data-protection/>

**Version control: V.1.2 (July 2018)**

## Cookies used by Keble College on our website

All of our webpages use “cookies”. Cookies are small text files that are placed on your computer by the websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Different types of cookies have different purposes and operate for different amounts of time.

- **Session cookies** are stored in temporary files on your device and are erased from your device when you close your browser. Session cookies allow websites to link the actions of a website visitor during single browser session, so that any page changes or selections are remembered as you move from page to page. For example, session cookies will make sure items you put into virtual ‘shopping baskets’ are transferred to ‘checkout’, or keep you logged in as you move within private sections of a website.
- **Persistent cookies** are stored on your device between browser sessions, either for a long term or time-limited period. They are only deleted when they either ‘expire’ or when you or your browser delete cookies from your device. Persistent cookies are used so that a website ‘remembers’ inputs and settings, including recalling log on data so that you do not have to log in again when you next visit.. Persistent cookies may also recall which areas of a website interested you, in order to help you access those areas more easily in the future. They may also be used to collect data about your interests, choices, and other organisations and websites that you visit, in order to create a profile enabling marketing materials to be appropriately targeted.
- **Third party cookies** are cookies that are set by a domain other than the one being visited by the user. For details of any third party cookies we include in our domain, please consult the table below.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

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Cookie	Duration	Purpose
YouTube cookies		We embed videos from our official YouTube channel using YouTube's privacy-enhanced mode. This mode may set cookies on your computer once you click

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		on the YouTube video player, but YouTube will not store personally-identifiable cookie information for playbacks of embedded videos using the privacy-enhanced mode. Read more at <a href="#">YouTube's embedding videos information page</a> .
Mode	Session	This is used by the CMS for reference. It helps identify if the website user is anonymous or logged in (for editing).
NID	Session	This is a third party cookie used by Google for tracking the number of people that are using Google's maps application. Google's maps are used on the contact us and location page.
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