



Saint Martin's Institute of Higher Education is committed to protect the visitors' privacy whilst viewing and gathering information from the [www.stmartins.edu](http://www.stmartins.edu) and associated/linked web pages in accordance with the provisions of the **General Data Protection Regulation** and all other applicable privacy and data protection legislation. The Institute's underlying Privacy Policy highlights what data is collected and the reason for use of this data by the Institute's employees.

## **Access Information**

Saint Martin's Institute of Higher Education web servers automatically log each visit received. This data contains some information about the individual browsing the web page. These include the following;

- The internet address of the computer that is being used;
- The type of browser and operating system presently used;
- The internet address of the web site from which access is being achieved;
- The connection information such as the page or service being requesting;
- The date and time of the request.

This information is used solely for statistical purposes and demographic information relating to the Institute's web sites, and enables the Institute's employees to determine general visitor patterns and common pathways followed by visitors. Such data is found useful to redesign the webpage to accommodate future visitors and ascertain that the page provides a positive user experience in meeting the information needs of the visitor.

## **Personal Information**

### **Submission Forms & Surveys**

Saint Martin's Institute of Higher Education may, from time to time, collect personal information supplied through web-based forms and surveys. At no time will the Institute collect such personal data without alerting the visitor of the collection and its purpose wherever this is not readily apparent. No data is passed onto third parties, and will only be used for subsequent communications, as indicated to the visitor at the time of submission. In submitting the visitor is agreeing that Institute's staff may use your details for the sole purpose of conducting the business of the Institute.

## **Cookies**

An HTTP cookie, commonly known as a cookie, is a small piece of data that is stored on the visitor's computing device by the web browser whilst browsing the Institute's website. These are designed to remember the browsing activity on the Institute's website including clicking the particular buttons and recording which pages are visited. Cookies may also remember pieces of information that a visitor will have keyed into a form, such as name and surname, addresses and contact numbers. The information is in a form that is understood solely by the web site that initially set the cookie. It is the visitor's prerogative to change the setting on the browser to stop such cookie exchange.

## **Email**

If you contact Saint Martin's Institute of Higher Education by email, we keep a record of that correspondence for the purpose of conducting our processes. We do not add any email addresses of those who communicate with the Institute through email to any mailing databases, nor do we pass this to any third party.

## **Contact Numbers**

Saint Martin's Institute of Higher Education may collect contact numbers through the use of web-based forms and surveys. In submitting the contact number/s online, the visitor is that employees may use details for conducting the processes the Institute, and specifically for the purpose referred to on the web-based form or survey where the contact number/s are submitted.

The contact numbers will not be supplied to any third party, save in the circumstances where the Institute uses a service provider in order to supply alert service, in which event such third party shall be duly bound to keep such numbers confidential and use them only for the purpose of providing such service.

While the Institute communicates through alerts and messages that are sent to contact numbers, the main content of these alerts and messages shall consist of matters related to the Institute's processes.

### **Payment Card Details**

Saint Martin's Institute of Higher Education does not process card numbers, expiry dates and CVVs that are submitted to effect payments other than for processing of payment for services rendered. Furthermore, card numbers, expiry dates and CVVs are not being stored by Saint Martin's Institute of Higher Education but are encrypted and transmitted directly to the payment gateway.

### **Changes to the Privacy Policy**

Saint Martin's Institute of Higher Education reserves the right to modify this Privacy Policy at any time. Visitors are invited to consult this Privacy Policy from time to time in order to become aware of any changes. The date when this Policy was last updated is indicated at the end of this Policy.

Direct your queries about the Privacy Policy statement to the **[registrar@stmartins.edu](mailto:registrar@stmartins.edu)**.

### **Data Protection Officer**

The duty of protecting data and its use at Saint Martin's Institute of Higher Education is the responsibility of the Registrar. Queries and concerns relating to the Institute's processing of personal data, should be addressed to the [registrar@stmartins.edu](mailto:registrar@stmartins.edu).

**Last Update:** 4<sup>th</sup> February, 2021