

## PRIVACY POLICY

Updated on: 1 January 2017

Effective on: 1 January 2017

This Privacy Policy and legal notice is specific to <https://epigeum.com> and all associated sub-domains ("Website").

Epigeum is part of Oxford University Press ("OUP"). OUP is committed to protecting your privacy online. This Privacy Policy explains how we will do this. We will review this Privacy Policy in the light of comments we receive so please check the latest version. If you have any questions about this Privacy Policy, please contact us by emailing us at [privacy.uk@oup.com](mailto:privacy.uk@oup.com).

OUP and any company and legal entity owned or controlled by OUP from time to time are referred to in this Privacy Policy as the OUP Group ("we", "us" or "our"). Members of the OUP Group may use and share the information that you provide and other information held about you for the purposes set out below. For more information about OUP, please go to <http://global.oup.com/?cc=gb>.

By using the Website, you are accepting the practices described in this Privacy Policy.

### What kind of information do we collect and how do we use it?

**Visiting our website:** When you visit the Website, we may collect information and statistics that contain your identifying information, for example, information about your browser, your operating system and settings, the referrer URL (that is your last visited website) and IP address. The information collected may also include information relating to your behaviour and navigation on the Website. This information allows us to carry out internal research on our users' interests, demographics and behaviour so that we can better understand, and in turn, provide better information, products and services, viewing recommendations and advertising to you and other customers.

In addition, please note that we may combine all information which we collect about you (excluding any information we collect about you through our surveys) so that we can better understand, and in turn, provide you and other customers with more customised and better information, products and services, viewing recommendations and advertising.

**Purchase / register:** If you purchase access to our course via the Website, register on the Website to take one of our courses, or request access as a course administrator, we may ask for your name, email address, postal address, and other relevant personal information. Personal information submitted in this way is added to our access control database, hosted by a third party hosting company and it may also be added to our customer databases at the OUP Group's premises. This information will be updated if you inform us of any changes.

**Access:** We will also use your personal information to enable us to verify that you are registered to take a course and to provide you with access to restricted areas of the Website for the purposes of completing our course(s).

**Course completion:** We track information on your progress through the course and on whether you have met the requirements for successful training by asking you to complete a quiz at the end of the course. We share this information with your institution; and we may also use it in an anonymised form to generate usage statistics.

**Surveys:** Please see our paragraph below on surveys.

**Newsletters:** If you sign up to receive newsletters, we will ask you for your email address and your name and this information will be added to our customer databases.

**Information about us:** We may use information in our customer databases to send you information about us, the OUP Group and its products and services that we think may be of interest to you electronically or otherwise.

**Account management and technical queries:** We request personal information (such as your name, email address and other contact details) from you when you contact us with any account management queries, technical problems, to comment on the Website, or when you ask for information about our products and/or services. Personal information submitted by you via the "contact us" page will not be added to our customer databases and we request it simply so that we can respond to you about your query. Statistics regarding the types of queries submitted to us via the "contact us" page may be collated by us in aggregate form so that we can effectively monitor the Website and improve levels of service.

**Notifying us:** You may notify us either in writing or by telephone, fax or email that you object to being contacted or being contacted in a particular stated way or to ask us about information we hold on you. If you use more than one email address to communicate with us, please notify us of each email account you use.

## **Surveys**

If you are registered to take a course, you may be asked to complete survey questions (either during or on completion of the course) on the climate at your institution, your learning experiences and capability self-assessments. Completion of these surveys is not compulsory but, if you do choose to answer them, data will be gathered from your responses and passed back to your institution in a way that does not allow your institution to identify you, to assist your institution to assess the effectiveness of their training schemes.

In addition to sharing this anonymized data with your institution, it will also be aggregated with data from other institutions participating in the same courses and used as benchmark data for institutional comparison purposes; and to assist us to review, develop and improve our services.

Please note that some survey questions allow for open (otherwise known as free) text responses. We do not review, edit or moderate these free-text responses in any way so do not identify yourself either expressly (for example, by name) or by submitting any comments which would otherwise allow you to be identified by your institution. We do not accept responsibility or liability in the event that you are identified as a result of any comments you make in your open text responses or to the extent that any comments you make are, in our opinion, offensive, abusive, defamatory, obscene, menacing or illegal or otherwise in breach of our Terms of Use and we reserve the right to delete any such comments.

Please note that if we believe that the information you submit is unlawful or potentially damaging to others, we reserve the right to disclose your identity to third parties to the extent that it is reasonably necessary in our opinion to prevent, remedy or take action in relation to such conduct.

Your responses to these survey questions do not form any part of the assessment of whether you have met the requirements for successful training.

## **When do we share information?**

We do not sell your personal information to third parties.

We share your information within the OUP Group. We also share your information with our licensors and suppliers, which assist us in making the Website available to you (e.g. our hosting supplier).

We may use your information to carry out our obligations arising from the agreement between us and the institution you are registered to (for example, disclosing to the course administrator at your institute the outcome of the quiz you take at the end of the course).

A number of third party websites have links on our Website. If you visit any of those websites, they may collect information. Such websites are not within our control and are not covered by this privacy policy. These websites may have their own privacy policies and we do not accept any responsibility or liability for those policies. Please check those policies before you submit any personal data to such third party websites.

Where we use third party services, for example Google Analytics, to assist us with our Website, these service providers may collect certain data from your visits to our website including, for example, the web address of the page that you're visiting, and your IP address. For further information on how Google uses this data, please go to:  
<http://www.google.com/policies/privacy/partners/>.

If we believe that your use of the Website is unlawful or damaging to others, we reserve the right to disclose the information we have obtained through the Website about you to third parties to the extent that it is reasonably necessary in our opinion to prevent, remedy or take action in relation to such conduct.

We may also disclose or share your personal data in order to comply with any legal obligation; in order to enforce or apply any agreements or licences with you; or to protect the rights, property, or safety of the OUP Group, our employees, licensors, suppliers, and/or its customers. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

If any part of our business is sold or integrated with another business, your details may be disclosed to our advisers and any prospective purchasers and their advisers.

## **Use of cookies**

We use "cookies" and other technologies on the Website. The terms and conditions governing our use of "cookies" and such other technologies on the Website are set out in our Cookie Policy.

By using the Website, you are agreeing to be bound by the terms of our Cookie Policy.

## **Security**

We will take all steps reasonably necessary to ensure your data is treated securely and in accordance with this privacy policy.

The transmission of information via the internet is not completely secure. Although we will do our best to protect your information, we cannot guarantee the security of your data transmitted to our

site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. Some of your personal information is stored at a data centre managed by our third party hosting company which uses security best practices.

The information that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area. It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. By using the Website, you consent to these transfers.

### **Updating Your Details**

If any of the information that you have provided to us changes e.g. if you change your e-mail address, please let us know the correct details by emailing us at [privacy.uk@oup.com](mailto:privacy.uk@oup.com).

### **Changes to our Privacy Policy**

We reserve the right to make changes to this privacy policy. Any changes we may make to this privacy policy will be posted on this page.

### **Governing Law**

You agree that this privacy policy shall be exclusively governed in accordance with the laws of and the courts in England and Wales.

### **Language**

This privacy policy is drafted in the English language. If this privacy policy is translated into any other language, the English language version shall prevail.