Brightspace Privacy Statement

This statement relates to the TU Dublin-City virtual learning environment, Brightspace. Within Brightspace you may find links to other websites for which TU Dublin-City does not have editorial responsibility or control, including the websites of student organisations and societies. While TU Dublin-City encourages compliance with this web privacy statement at such sites, we ask Brightspace users to consult the privacy statement of individual sites or contact the persons responsible for those sites, in order to understand the policies and practices under which they operate.

TU Dublin-City fully respects the rights of users of Brightspace and is committed to protecting your privacy rights and to providing users with a safe and functional virtual learning environment.

Collection and use of personal information

Brightspace may ask you to provide personal identifying information including names, addresses, contact details etc. Any such information volunteered by you through the process of using this website will be treated with the highest standards of security and confidentiality and processed in accordance with the Data Protection Act 1988 and Data Protection (Amendment) Act 2003.

Information on Brightspace activity is collected routinely by *TU Dublin-City* and by its service provider, Desire2Learn, and *TU Dublin-City* reserves the right to monitor user activity. Records are kept of when users access modules and resources along with a record of all communication activities including forum posts, assignment submissions etc. These records may be used to monitor student activities and engagement within a module, or as evidence in matters arising such as harassment, bullying or the uploading of inappropriate materials.

Information on *Brightspace* activity may be aggregated with data from other *TU Dublin-City* systems in order to review aspects of our courses, monitor student progress and manage our resources more efficiently. *TU Dublin-City* may also collect anonymised data on *Brightspace* usage for statistical purposes or administrative functions.

In exceptional cases permitted by data protection laws, we may process and disclose data without consent or notice to you, for example if it is required to investigate offenses, to present injury or damage or to comply with a legal obligation.

Users must be aware that any personal identifying information voluntarily posted to public areas of this website, such as the discussion boards and chat rooms, may then be available for use by others and *TU Dublin-City* cannot prevent this. Users should not post personal or sensitive information to any part of *Brightspace.*

Cookies and collection and use of technical information

In order to use *Brightspace* you must have cookies enabled within your browser. "Cookie" technology involves the placing of a small text file on your computer for the purpose of assigning an identifying number to your web browser, thus allowing *TU Dublin-City* to track your activities in the site.

These cookies are *not* used to gather identifiable personal information on individual users, except in so far as this is permitted by law and may be necessary in order to prevent or detect problems or offences in relation to the operation of the platform. This information may be used for the purposes of evaluating your use of *Brightspace* and to improve our service to you. It is stored and used in the aggregate only and is not used to obtain personal data or to contact you personally.

Types of cookies used by Brightspace

The use of cookie and related technologies in Brightspace is in junction with Desire2Learn's Privacy Policy. Brightspace also makes use of the following cookies:

- Security: These cookies allow us secure access to your account, and to allow you to move between *TU Dublin-City* systems without additional authentication.
- Google Analytics (_utma, _utmb, _utmc, _utmz): These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. More Information
    o Google's Privacy Policy
    o Google Analytics Cookie Usage on Websites
    o How to opt-out of Google Analytics

How to remove cookies

If you don't want to receive cookies, you can modify your browser settings so that it notifies you when cookies are sent to it or you can refuse cookies altogether. You can also delete cookies that have already been set.

If you wish to restrict or block the web browser cookies set on your device, you can do this through your browser's Help function.

- How to delete cookies in Microsoft Internet Explorer
- How to delete cookies in Google Chrome
- How to delete cookies in Firefox
- How to delete cookies in Safari

You can also visit www.aboutcookies.org, which contains detailed information on how to manage cookies on a wide variety of browsers.

Please note that should you decide to disable cookies within your browser, some of the functionality of Brightspace may be impaired.

Your Rights

Pursuant to the Data Protection Acts 1988 and 2003, you have a right to obtain a copy of the data held about you for a fee. Also, if incorrect information is held about you, you have a right to request that this information is amended or erased. Further information on your rights under the Data Protection legislation is available at https://www.tudublin.ie/explore/gdpr/data-protection-policy

This statement should not be construed as a contractual undertaking. The University reserves the right to review and amend this statement at any time without notice and you should therefore re-visit this webpage from time to time.

Any queries or concerns you may have about the processing of personal information on this website should be addressed to:

The Data Protection Office
TU Dublin-City
5th Floor, Park House Grangegorman
191 North Circular Road
Dublin 7
D07 EWV4

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Tel City: +353 1 2205071