

# Huddersfield New College Policies, Protocols and Procedures



## Privacy and Cookies Policy 2021

### 1. Policy statement

Huddersfield New College is committed to protecting your privacy.

### 2. What are Cookies and how do we use them?

- 2.1. A Cookie is a text file placed on your computer. It enables websites to identify you as you view the different pages and applications on our website.
- 2.2. This site uses some unobtrusive cookies to store information on your computer. Some cookies on this site are essential, and the site won't work as expected without them.
- 2.3. These cookies are set when you submit a form, login or interact with the site by doing something that goes beyond clicking on simple links.
- 2.4. We also use some non-essential cookies to anonymously track visitors or enhance your experience of the site. If you're not happy with this, we won't set these cookies but some nice features of the site may be unavailable.
- 2.5. To control third party cookies, you can also adjust your browser settings.

### 3. Security

- 3.1. We will always hold your data securely and not provide your information to any third parties. More details are available in our Data Protection policy, which is available on our website.
- 3.2. Our website is fully compliant with the latest security and data safeguards.

### 4. Monitoring compliance

This Policy and its implementation are subject to internal monitoring and auditing throughout the College, and the outcomes from these processes will inform and improve practices as part of a commitment to continual improvement. The College will also undertake appropriate benchmarking and may be audited by external bodies.

### 4. Review, publication and communication

The Senior Leadership Team own this policy and it is reviewed biennially. Once approved by SLT, staff will be notified of the new policy via the staff news bulletin and the policy will be published on the internal information platform (Moodle) and the external website.

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## Privacy and Cookies Policy 2021

Version	Date	Author(s)	Comments	Approval Route/ Date	Date of Next Review
1	March 2016	Sam Daley	New policy	SLT March 2016	March 2018
2	May 2018	Julie Pryce	Revision to include new General Data Protection Regulations	SLT May 2018 (AWS)	May 2021
3	May 2021	Julie Thomas	Revision to include updates to legislation and internal processes/procedures. Also moved to biennial review	SLT – 15 <sup>th</sup> June 2021	May 2023