

# Privacy Policy for <http://portal.discoverthecosmos.eu>

The Discover the COSMOS partnership is committed to safeguarding and preserving the privacy of the visitors and users of our educational Portal. This Privacy Policy explains what happens to any personal data that you provide to us, or that we collect from you whilst you visit our site.

We do update this Policy from time to time so please do review this Policy regularly.

## Information We Collect

In running and maintaining our website we may collect and process the following data about you:

- i. Information about your use of our site including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data.
- ii. Information provided voluntarily by you. For example, when you register for information or upload educational resources (educational content or learning activities).
- iii. Information posted on the Portal's blog or provided when you communicate with other users within the Portal
- iv. Information that you provide when you communicate with us by any means.

## Use of Cookies

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer in order to assist us in improving our website.

We may gather information about your general internet use by using the cookie. Where used, these cookies are downloaded to your computer and stored on the computer's hard drive. Such information will not identify you personally. It is statistical data. This statistical data does not identify any personal details whatsoever. More specifically we comply with the cookie policies of the services we integrate, that is YouTube [1], Facebook [2], and Google Analytics [3].

Google Analytics (used in our Portal) is a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google

on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

You can adjust the settings on your computer to decline any cookies if you wish. This can easily be done by activating the reject cookies setting on your computer.

[1].<http://www.google.com/intl/en/policies/technologies/cookies/>

[2].[https://www.facebook.com/help/cookies?ref\\_type=sitefooter](https://www.facebook.com/help/cookies?ref_type=sitefooter)

[3].<https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>

### **Use of Your Information**

We use the information that we collect from you to provide our services to you. In addition to this we may use the information for one or more of the following purposes:

- i. To provide information to you that you request from us relating to our educational tools or resources.
- ii. To provide information to you relating to other resources that may be of interest to you. Such additional information will only be provided to you through the News section of the Portal.
- iii. To inform you of any changes to our website, services or educational tools.

If you have previously used educational tools or resources available on the Portal we may provide to you details of similar educational tools or resources, or applications and services that you may be interested in.

We will not provide the information collected by you to any third party without your consent.

### **Storing Your Personal Data**

In operating our Portal it may become necessary to transfer data that we collect from you to various locations within the European Union for processing and storing. By providing your personal data to us, you agree to this transfer, storing or processing. We do our utmost to ensure that all reasonable steps are taken to make sure that your data is treated stored securely.

Unfortunately the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically. Sending such information is entirely at your own risk.

### **Disclosing Your Information**

We will not disclose your personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

- i. Where we are legally required by law to disclose your personal information.
- ii. To further fraud protection and reduce the risk of fraud.

### **Third Party Links**

On occasion we include links to third parties on this website. Where we provide a link it does not mean that we endorse or approve that site's policy towards visitor privacy. You should review their privacy policy before sending them any personal data.

### **Access to Information**

In accordance with the Data Protection Act 1998 you have the right to access any information that we hold relating to you. Please note that we reserve the right to charge a fee of 10 euros to cover costs incurred by us in providing you with the information.

### **Contacting Us**

Please do not hesitate to contact us regarding any matter relating to this Privacy Policy. Our contact person is Professor Christina Kourkouvelis, coordinator of the Discover the COSMOS project.

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