

## **PRIVACY STATEMENT**

### **1. Purpose of this Statement**

This statement tells you how the University will collect and process your personal data when you access this website.

### **2. Automated Collection of Personal Information**

As with most other web servers, when you access these web pages certain information you provide will automatically be recorded by the University. This will include your IP address, browser type, and information relating to the page you last visited. This information is processed to estimate how much usage of the server is made by different categories of users and in the event of a breach of security may be used to aid detection.

### **3. Non-Automated Collection**

Where you are required under this website to provide personal data this data will be used for the purpose of administering enquiries about Lucid.

### **4. Third Party Access**

Your personal data that you have provided will not be sent to other third parties and will remain confidential, accessible only by those who have a legitimate need to know within the University.

### **5. Cookies**

This website uses cookies. Cookies set by our website can be read by our web server and may contain information you have provided to us for use in connection with the purposes outlined under 2 and 3 above.

### **6. Changes to this statement**

This statement and therefore the ways in which your data may be processed can be changed from time to time. Any changes will only be notified via this web page.

If you have any queries relating to the privacy statement then please contact [r.campbell-blair@leeds.ac.uk](mailto:r.campbell-blair@leeds.ac.uk) who is responsible for the pages to which it relates. If you feel dissatisfied with the response given then please contact the University's webmaster ([webmaster@leeds.ac.uk](mailto:webmaster@leeds.ac.uk)).