

# Brightspace Privacy Statement



This statement relates to the TU Dublin virtual learning environment, Brightspace. Within Brightspace you may find links to other websites for which TU Dublin does not have editorial responsibility or control, including the websites of student organisations and societies. While TU Dublin 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 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 Legislation.

Information on Brightspace activity is collected routinely by TU Dublin and by its service provider, Desire2Learn, and TU Dublin 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, IP address etc. These records may be used in matters relating to Academic Integrity such as the investigation of plagiarism and/or contract cheating. They may also 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 systems to review aspects of our courses, monitor student progress and manage our resources more efficiently. TU Dublin may also collect anonymised data on Brightspace usage for statistical purposes or administrative functions.

In exceptional cases permitted by Data Protection Legislation, 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 cannot prevent this. Users should not post personal or sensitive information to any part of Brightspace.

## **Cookies and collection and use of technical information**

### **What are Cookies?**

Cookies are small pieces of data placed on your web browser by the offerings you use or the Web sites you visit. Directive 2009/136/EC (the “**Cookies Directive**”), which amends Directive 2002/58/EC,

came into force in the European Union (EU) on 25 May 2011. The Cookies Directive provides that “the storing of information or the gaining of access to information already stored, in the terminal equipment of a subscriber or user is only allowed on condition that the subscriber or user concerned has given his or her consent, having been provided with clear and comprehensive information”.

### **Cookies Used on D2L Web sites**

When you visit a D2L Web site, you may encounter cookies described in the list below. Our lists are grouped based on the International Chamber of Commerce (ICC) cookie guide, which identifies four categories of cookies:

1. Strictly necessary cookies
2. Performance cookies
3. Functionality cookies
4. Targeting or advertising cookies

### **More Information on Google Analytics**

We use Google Analytics to collect top level information about how visitors use certain D2L Web sites. Google Analytics provides the information we need to improve the user experience and serve up the content our visitors find most useful. The Google Analytics cookies store information about what pages people visit, how long they are on the site, how they got there and what they click on. Information supplied by Google Analytics helps us analyse site traffic to identify areas to improve in order to provide our visitors with a better experience. **No personal information (for example, names or addresses) is gathered or stored, so this information cannot be used to identify individuals.** For an overview of privacy at Google, [click here](#). To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.

### **Links to Third Party Offerings and Web Sites**

We may also link to third party offerings of Web sites that use cookies like the ones described above. If you access another offering or Web site through a link that we have provided, the offering you are accessing or the site you are visiting is responsible for providing you with information about how they use cookies.

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 Legislation, you have a right to obtain a copy of the data held about you. 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 revisit 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:

### **DPO**

The Data Protection Officer for the University is Bronagh Elliott

**Data Controller**

If you have any questions about the information we hold about you or to request a copy of that information, please contact us:

**Information Governance Office, TU Dublin By**

**E-mail:** [dataprotection@tudublin.ie](mailto:dataprotection@tudublin.ie)

**In writing:**

Information Governance Office

TU Dublin

Blanchardstown Campus

Blanchardstown Road North

Dublin 15

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1 2205264, +353 1 2205243