

VLE Policy & Legal Statements

Copyright

Using Moodle (the software on which our VLE is built) to make materials available to students can raise copyright issues. A wide range of materials may be copied, uploaded and made available for instructional purposes but only in a manner consistent with copyright law, which gives legal protection to nearly all text, images, music and other material, whether purchased or found in a library or on the Internet or in other media.

For further information, see the [University copyright guidance webpages](#).

Accessibility

Cambridge Judge Business School is committed to making accessible for all users information and resources that are available via the web. We favour the principles of usability and universal design, which will be of benefit of all users. By following these principles and incorporating techniques to ensure information and resources are accessible with assistive technologies separate resources for disabled users should not be required.

For further information, see the [CJBS accessibility statement](#).

Privacy

This policy statement relates to personal data as defined by the Data Protection Act 1998, held in connection with the operation of the VLE.

The policy explains what information is held about individual people by the VLE, how it is gathered and how it is used. Details of the data held or logged are given in the appropriate section below. This information is used to help support VLE users, for system administration and bug tracking, and for producing usage statistics for management and planning purposes.

Users are reminded that access to the VLE is via the CUDN and that the [Privacy Policy Statement for the CUDN](#) is also relevant.

Access to VLE logs is restricted to authorised staff at CJBS, with the exception of course-specific tracking data which is also made accessible to course maintainers where an appropriate course-specific privacy policy is in place. These logs are currently held for 12 months, after the end of the academic year the logs will be deleted. CJBS does not guarantee to retain the information. Logs are used to create summary statistics which may be made publicly available. Summary statistics do not include personal data.

Relevant subsets of this data may be passed to computer security teams at the University Computing Service (e.g. [CamCERT](#)) as part of an investigation into computer misuse.

Personal information is not passed to any third party except where required by law.

The VLE data is backed up at a facility managed by CJBS. The backups are held for the purpose of reinstatement of the data, e.g. in the event of failure of a system component.

CJBS staff and management conform to the good practice described by the [Charter for System and Network Administrators](#) published by the University of Cambridge [Information Services Committee](#). VLE users who approach the Service Desk for help with a fault implicitly grant permission to the VLE support staff to investigate that fault, by looking at data held on the system including files in their personal areas and the VLE courses to which they belong.

Data held by the VLE system

USER-DEPENDENT SYSTEM INFORMATION

For users who identify themselves to the system with their CRSid, the VLE uses information supplied by the University lookup service. For users who identify themselves through the non-Raven login mechanism, the user's name and email address are retained.

Information about contributions to courses, including contributions to chat rooms and discussion forums, ownership of resources and evidence of participation in other VLE-based activities may be retained indefinitely.

COURSE-SPECIFIC TRACKING INFORMATION

VLE logs contain detailed information about user activity within each course, including the date and time of when course-specific information was viewed and/or updated, the address of the machine from which the access was made, the browser identification information and information about the referring web page.

ACCESS TO PERSONAL DATA

For the purpose of the UK Data Protection Act 1998, the 'Data Controller' is Cambridge Judge Business School, and the point of contact for subject access is the Cambridge Judge Business School Data Protection Officer (Trumpington Street, Cambridge CB2 1AG, tel. +44 (0)1223 339700, email: data.protection@jbs.cam.ac.uk).

YOUR CONSENT

By using the VLE, students agree that they understand how their personal data will be used by the system.

CHANGES TO OUR PRIVACY POLICY

If we decide to change our privacy policy, we will post those changes on this document.

INFORMATION AND OUTSIDE PARTIES

We do not sell, trade, or otherwise transfer to outside parties any user's personally identifiable information. This does not include trusted third parties who assist us in operating our systems, conducting our business, or servicing staff and students, so long as those parties agree to keep this information confidential. We may also release information when we believe release is appropriate to comply with the law, enforce our policies, or protect ours or others rights, property, or safety. However,

non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

COOKIES

Cookies are small files which sit on your computer and record specific interactions between you and this website, and in some cases, other websites. This information is sometimes shared with the University of Cambridge, and in other cases, third parties. Below is more detail about the cookies we use, what they record and who the information is shared with. You are of course free to disable cookies, but we recommend you don't as parts of Moodle will not work correctly without them and you may not be able to log in.

Further information can be found on [Cambridge Judge Business School's cookies webpage](#).

In addition to the cookies listed on the cookies webpage, our VLE will set the following cookies:

Name	Description
MoodleSession	This cookie provides continuity and maintains your login from page to page. When you log out or close the browser this cookie is destroyed (in your browser and on the server)
MOODLEID_	This cookie records the username you log in as when you visit the site, and allows the username field to be automatically filled in the next time you visit.
-pk	Cookies prefixed with '_pk' are used to track visitors for analytics purposes.

Terms & conditions

Our VLE ('Virtual Learning Environment') system offers file sharing, communication tools and pedagogical resources to users. Cambridge Judge Business School provides these services subject to the [University of Cambridge Terms and Conditions statement](#).

Other relevant policies

These guidelines should be used in conjunction with the following University staff policies which can be found on the University website:

- [Rules made by the Information Services Committee](#)
- [Use and misuse of computing facilities](#)

In the event of any conflict between these pages and any University Policy the terms in the policy apply.