

## SPiRiT Website Privacy Policy

We do not log personal data or information without your input and permission. When permission is given, this information is not linked to the statistical information that we gather.

### Fundamental Principles

- We don't ask you for personal information unless we truly need it.
- We don't share your personal information with anyone except to comply with the law, provide our services to you, or protect our rights.
- We don't store personal information on our servers unless required for the ongoing operation of one of our services.

### Use of Cookies

This website uses cookies to record information about user behaviour. A cookie is a piece of code that creates a file on your computer to record your preferences, such as your language preference. This information is collected so that our site remembers your preferences when you browse the site or when you visit again, and to enhance your website experience (for example, to display a region-specific website splash).

This data cannot be used to identify individuals or any personal information. Aggregate data is collected and accessed only by authorised staff and is not shared with any other agency.

Through the use of cookies, we log the following information:

- Your server IP address
- The date and time of your visit
- The pages accessed and documents downloaded
- The browser you are viewing the site with
- The referring URL or website (e.g. a search engine)

You may turn off cookies at any time. Most browsers allow users to refuse cookies or issue a warning when cookies are being sent. Please check your browser's Help section for more information.

### Google Cookies (Google Analytics)

We use Google Analytics to collect information about visitors to our website. Google Analytics collects information related to your device, browser, IP address, network location, and website activities to measure and report statistics about your interactions with our website. This information is used to manage the performance and design of our website and to improve our services.

For further information on how Google uses personal information and how to opt out of Google's use of cookies, please refer to Google's privacy information and opt-out tools.

## Personal Information We Receive

Any member of the public may anonymously access and browse this website. We do not automatically log personal information from individual users.

We collect personal details only when you voluntarily provide them through:

- Use of our online forms
- Storywall story submissions
- Email correspondence, including requesting publications or newsletters, providing feedback, or requesting further information

We do not collect information about visitors from other sources such as public records, public bodies, or private organisations.

## What We Use Personal Information For

We only use personal information for the purpose for which it was provided. For example, if you submit a story or request information, your details will be stored in a database to enable us to respond. We do not use this information for any other purpose.

Visitors and non-SPIRIT collaborators cannot access personal information that you volunteer. We do not disclose personal information to other organisations without consent, unless required by law or regulation.

## How We Store and Protect Personal Information

Personal information is handled according to the purpose for which it was received. SPIRIT collaborators may have access to this information where necessary, and all are required to respect its confidentiality.

We use technical safeguards to prevent:

- Unauthorised access
- Improper use or disclosure
- Unauthorised modification
- Unlawful destruction or accidental loss

## Your Rights

You may request a copy of all personal information we hold about you by contacting us directly or emailing [spiritcollective@jhu.edu](mailto:spiritcollective@jhu.edu). Requests will be processed within 20 working days.

You may also request corrections or updates to your personal information at any time by contacting [spiritcollective@jhu.edu](mailto:spiritcollective@jhu.edu).

### Queries or Comments

If you have any queries regarding this privacy policy or the personal information you have provided, please contact [spiritcollective@jhu.edu](mailto:spiritcollective@jhu.edu).