

MyGoGeo Privacy Policy

This statement sets out how the Go-Geo team ("we" or "us") uses and protects personal information that a User (you) provide when using MyGoGeo, in compliance with European Union ("EU") and UK data protection requirements. MyGoGeo is part of the Go-Geo! service. While Go-Geo! is open, MyGoGeo is only available to staff and students of UK HE/FE institutions. The Go-Geo! service is established and based in the UK and complies with EU and UK data protection law. If you are resident outside the EU we cannot confirm that our collection and treatment of personal data complies with your local data protection/privacy laws. If you have any questions relating to either this document or submitting information to MyGoGeo please [contact us](#). We aim to answer your query within **3** working days.

1 Logging in to MyGoGeo

MyGoGeo allows you to set preferences to customise your use of Go-Geo! for example by storing bookmarks linking to references in Go-Geo! and defining the number of metadata search result records to be displayed per page. In addition, you may opt to submit personal information (for example name, address, telephone number, email) which can be used to automatically populate fields during the metadata creation process in GeoDoc (see separate [GeoDoc Privacy Policy](#)). Your email address can also be used to manage your subscription to the electronic metadata newsletter.

1.1 If you opt to provide personal details what will we do with this information?

The personal information you enter into MyGoGeo (for example name, address, telephone number, email) is stored and used again to avoid the need for you to enter it multiple times in multiple places within Go-Geo!. We will not use this information for any other reason. However, we reserve the right to access this information to disclose criminal activity (e.g. breach of the Computer Misuse Act 1990) to the relevant authorities. In addition, we reserve the right to access information to investigate claims of breach of copyright or intellectual property rights.

1.2 What will we log?

In order to satisfy service level agreements, we will monitor the use of MyGoGeo. Each login will be recorded anonymously, through the session ID produced at login by the UK Federation authentication process. The ID identifies the Institution you belong to but not your identity. This information will be used to produce statistical reports on the use of MyGoGeo by institutions across UK higher and further education. These will be used internally and reported to our funding bodies, JISC and HEFCE.

2 Security of Data

We are committed to ensuring that your personal information is secure. In order to prevent unauthorised contact or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard the information we collect online.

3 Updates to policy

We may change this statement from time to time to reflect changes in our service or changes in the accepted best practices in data protection. You should review this statement regularly. Your continued use of our service after this statement has been revised will be taken to indicate your acceptance of the terms.