

Third Party Website Advice

During the course of your studies you may be required to or encouraged to use Third Party websites for a variety of reasons. To access the services on the websites you may be required to enter personal information about yourself.

The University is unable to guarantee that the personal information that you provide to a third party website will be processed securely nor can the University guarantee that the information that you enter will not be shared by the website owners with other third party organisations without your knowledge or consent. The University is also unable to guarantee the accuracy or reliability of the content within the third party websites.

The following courses of action are recommended to protect you when using third party websites:

1. Before providing any personal information ask yourself:
 - who is collecting the information?
 - is it necessary?
 - what will be done with it?
 - what are the consequences for me?

Make sure that you read the website's privacy policy. The privacy notice will explain what the website will do with the personal information you provide including who they may share it with. The privacy policy is usually located at the very bottom of the website front page in small font.

2. Make sure you fully read and understand the site's Terms and Conditions before agreeing to them as they are legally binding.
 3. Look to see what security mechanisms the site has in place. A lot of websites detail their security policy on the website.
 4. Only provide the absolute minimum personal information about you necessary to use the service provided by the website.
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5. If you are going to upload personal information make sure that it is to a secure webpage. To verify this, look for a small lock (🔒 or 🔓) in the bottom right corner of your browser window or next to the address bar (as shown below). If visible, this lock should also be in the locked position and not unlocked. The address should also begin `https://` as shown below:



6. If the website requires you to use a password make sure that it is a strong password and that it is not the same password that you use for other websites.
7. You should get the opportunity to opt in or opt out of receiving marketing from the third party website company at the point you give your personal details. You should also have the opportunity to change your preference later if you change your mind. Make sure that you check the question correctly about receiving marketing material as some sites require you to explicitly opt out and others to explicitly opt in.
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