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Guilborough Multi Academy Trust

Websites Privacy Notice

Policy Name	Websites Privacy Notice Policy
Committee	Finance, Risk and Audit
Owner	MAT Directors and Finance & Business Director
Statutory	No

Date Ratified	Review Date
1 st November 2021	1 st November 2022

Websites Privacy Notice:

Under Data Protection Law, individuals have a right to be informed about how Guilsborough Multi Academy Trust, West Haddon Road, Guilsborough, Northampton NN6 8QE, uses any personal data held about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about visitors to the school websites.

We, Guilsborough Multi Academy Trust, are the 'Data Controller' for the purposes of Data Protection Law.

Our Data Protection Officer is [The ICT Service](#) (see 'Complaints' / 'Contact us' below).

The personal data we hold:

We process data relating to individuals visiting our websites.

Our websites utilise online forms for you to contact us, register for events and request a prospectus. We will only collect personal data when we have your explicit consent to do so. All personal data is managed in accordance with our obligations as a Data Controller.

We may process technical data about your use of our websites, such as your browser type and version, operating system, time zone setting and location, referral source, length of visit, or navigation around the Sites (for instance, which pages are viewed and how long for). This data is aggregated and anonymised in such a way that it contains no information relating to any identifiable individual at all: it's not actually personal data but we mention it in this Policy for the sake of completeness. We process technical data for the purpose of improving our Sites.

Why we use this data:

Personal information submitted to us through our websites will be used for the purposes specified in this policy or on the relevant pages of the websites. We may use your personal information for the following:

- administering our websites and business;
- personalizing our websites for you;
- enabling your use of any services available on our websites;
- providing third parties with statistical information about our users (but those third parties will not be able to identify any individual user from that information);
- dealing with inquiries and complaints made by or about you relating to our websites;
- keeping our websites secure and prevent fraud;
- verifying compliance with the terms and conditions governing the use of our websites; and
- other uses.

If you submit personal information for publication on our websites, we will publish and otherwise use that information in accordance with the license you grant to us.

Your privacy settings can be used to limit the publication of your information on our websites and can be adjusted using privacy controls on the websites.

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the websites, look for a box that you can tick to indicate that you do not want your information to be used for direct marketing.
- If you have previously agreed to us using your personal information for direct marketing, you may change your mind at any time by writing to us or using the contact form on the websites.

We will not, without your express consent, supply your personal information to any third party for their or any other third party's direct marketing.

Our lawful basis for using this data:

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation.
- Carry out a task in the public interest.
- We need to protect your, or someone else's, vital interests

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

How we store this data

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

Personal data we collect whenever you visit our websites is stored in line with Guilsborough Multi Academy Trust's Data Protection and UK GDPR Policy.

We will retain, and dispose of, the personal data of all visitors in accordance with the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools. This can be found [here](#).

Data sharing:

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

Transferring data internationally:

Where we transfer personal data to a country or territory outside the United Kingdom, we will do so in accordance with Data Protection Law.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our websites in order to tailor it to visitor needs. We use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with better websites, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. This may prevent you from taking full advantage of the websites.

We take your privacy very seriously and comply with the recent UK and EU law on handling cookies

Cookies used on these websites

Cookie Name	What it does
ASPSESSID	Only set if you log into the websites, only used to keep you logged into the websites.
Google Analytics _utma _utmb _utmc _utmz	Used to track your movement around the websites. We use this information to see what information is popular and then tweak the websites to ensure people access the most relevant information easily. This is a 3rd party cookie set by them and is governed by their privacy policy, which can be found at https://www.google.com/policies/privacy/
YouTube	This may be set if we have embedded a YouTube video on a page. This is a 3rd party cookie set by them and is governed by their privacy policy, which can be found at https://www.google.com/policies/privacy/
Vimeo	This may be set if we have embedded a Vimeo video on a page. This is a 3rd party cookie set by them and is governed by their privacy policy, which can be found at https://vimeo.com/cookie_policy
Facebook	Only set if any official facebook widgets are included in the site. This is a 3rd party cookie set by them and is governed by their privacy policy, which can be found at https://www.facebook.com/policy.php
Twitter	Only set if any official twitter widgets are included in the site. This is a 3rd party cookie set by them and is governed by their privacy policy, which can be found at https://twitter.com/privacy

Your rights

How to access the personal information we hold about you:

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact Miss Furnell, Assistant Principal at info@guilbsborough.northants.sch.uk

Your other rights regarding your data:

Under Data Protection Law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress.
- Prevent your data being used to send direct marketing.
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact Miss Furnell, Assistant Principal at info@guilsborough.northants.sch.uk

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Miss Furnell, Assistant Principal at info@guilsborough.northants.sch.uk

You can also contact our Data Protection Officer:

Mr Paul Stratford

Email: dpo@theictservice.org.uk

Tel: 0300 300 00 00 option 1

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambs PE27 5JL

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call: 0345 196 8075
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- Miss Furnell, Assistant Principal at info@guilsborough.northants.sch.uk

This notice is based on the [Department for Education's model privacy notice](#) for Visitors, amended to reflect the way we use data in this school.