



Privacy and Retention Policy

Date of Policy: November 2018

Date of Review: September 2019

Member of staff with overall responsibility: Maureen Brettell, Head teacher

Management Committee with reviewing responsibility: Scrutiny Committee

OUR PRIVACY AND COOKIES POLICY

PRIVACY

The organisation Woolston Brook School is committed to respecting your privacy and the privacy of every visitor to our web site. The information we collect about you will be used to fulfil the services you might request and enable us to improve how, as a company, we deal with you.

Should you have a question about the data we store, our contact details are:

Woolston Brook School
Green Lane
Padgate
Warrington
WA1 4JL

The information that we collect about you will only be used lawfully (in accordance with the Data Protection Act 2018 and the General Data Protection Regulation). All data is retained exclusively within the United Kingdom.

This information will not be disclosed to anyone outside Woolston Brook School or its associated companies, partners, and other companies with which Woolston Brook School has arranged services for your benefit.

We expect the information we hold to be accurate and up to date. You have the right to find out what information we hold about you and make changes, if necessary. You also have the right to ask us to stop using the information. To have your information removed, please contact us.

The type of information that we will collect on you, and you voluntarily provide to us on this website includes:

- * Your name
- * Address
- * Telephone number(s)
- * Email address
- * Survey responses
- * IP address

We may, in further dealings with you, extend this information to include your address, purchases, services used, and subscriptions, records of conversations and agreements and payment transactions.

You are under no statutory or contractual requirement or obligation to provide us with your personal information; however, we require at least the information above in order for us to deal with you as a prospect or customer in an efficient and effective manner.

The legal basis for processing your data is based on your specific consent that we will have requested at the point the information was initially provided, therefore we will not store, process or transfer your data outside the parties detailed above unless you have given your consent for us to do so. You can remove this consent at any time via the unsubscribe link included on all emails we send, or by contacting us and requesting that your details be deleted.

Unless otherwise required by law, your data will be stored for a period of 2 years after our last contact with you, at which point it will be deleted.

PROTECTION OF PERSONAL INFORMATION

Woolston Brook School takes precautions, including administrative, technical, and physical measures, to safeguard your Data against loss, theft, and misuse, as well as against unauthorized access, disclosure, alteration, and destruction.

Woolston Brook School uses industry-standard efforts to safeguard the confidentiality of Data, including encryption, firewalls and SSL (Secure Sockets Layer). We have implemented reasonable administrative, technical, and physical security controls to protect against the loss, misuse, or alteration of your Data.

COOKIES

This site uses cookies – these are small text files that are placed on your device to help this website to provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at the About Cookies website which offers guidance for all modern browsers.

GOOGLE ANALYTICS

This website sets “first party” cookies through its use of Google Analytics. We use Google Analytics to provide us with non-personal site analytics, which in turn help us improve this website. Google Analytics tracking uses cookies in order to provide meaningful reports about web site visitors’ but they do not collect personal data about you. Google Analytics sets or updates cookies only to collect data required for the reports. Additionally, Google Analytics only uses first-party cookies. This means that all cookies set by Google Analytics cannot be altered or retrieved by any service on any domain other than dpocentre.com. Further detailed information on Google Analytics cookies can be found here.

<https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>

If you have a concern about how we handle your data, or you would like to lodge a complaint, you may do so by contacting The Information Commissioners Office.

Retention Policy

It is the policy of Woolston Brook School that personal data should not be retained longer than necessary, in relation to the purpose for which such data is processed.

Woolston Brook School will provide individuals with access to information regarding their personal data that we hold on request.

The Executive of Woolston Brook School has responsibility for the management of personal data. Woolston Brook School complies with all compliance requirements of GDPR including the right to erasure of personal data if the data subject withdraws consent.

In the latter event, data may be anonymised by one of the following methods

- erasure of the unique identifiers which allow the allocation of a data set to a unique person;
- erasure of single pieces of information that identify the data subject (whether alone or in combination with other pieces of information);
- separation of personal data from non-identifying or aggregation of personal data in a way that no allocation to any individual is possible

Signed by:

Chair Of Governors:	Date:
Head Teacher:	Date: