Privacy Notice – School Site Users

Last updated: 21st January 2019

All Saints CEVA Primary School operates https://www.allsaintscevawellingborough.org.uk . This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site.

We use your Personal Information only for providing you with information that you might request when you:

1. Visit the Site
2. Use the Site Contact Us page form

We also use your personal information to help us to improve the Site. By using the Site, you agree to the collection and use of information in accordance with this notice.

Information Collection And Use

While using our Site, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to your name ("Personal Information").

We hold and store confidential information for our school community on our secure database.

We are registered with the Information Commissioners Office. You can find us and the data we hold by visiting: https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/

Our data protection notice and information audit (personal information we hold) is also accessible on our Website.

Log Data

Like many site operators, we collect information that your browser sends whenever you visit our Site ("Log Data").

This Log Data may include information such as your computer or (more generally) router's Internet Protocol ("IP") address, device used, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics.

In addition, we may use third party services such as Google Analytics that collect, monitor and analyse general usage of the Site.

Communications

We will not use your Personal Information to contact you with newsletters, marketing or promotional materials and other information that you have not requested. However we may contact you to ask if you would like to be included in our contacts list.

Cookies

Like many site, we use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

When you first visit our Site, we will ask you to consent to our use of cookies in accordance with the terms of this privacy notice.

To do this, you should click the "I Agree" button. You can manage your preferences by using the "Manage Cookies" button. If you give consent, then cookies will be stored on your device.

A cookie is a small file containing an identifier (a string of letters and numbers) that is sent by the web server to your web browser and is stored by your web browser on your computer hard disk or memory.

The next time (and subsequent times) that you visit the Site, your PC checks to see if it has a cookie which relates to the Site and, if the cookie is present, it is then sent back to the server.

The server then recognizes the connection as one that has been made on an earlier occasion and can provide relevant information based on the content of the cookie. It is the Site's way to ask you, automatically, 'have you been here before'; if you have, then the server will act accordingly.

Types of Cookie

Cookies may be either "*persistent*" cookies or "*session*" cookies and all cookies have an expiry date and time feature.

a) **persistent** cookies will be stored by your web browser and will remain on your device (computer) until the cookie's expiry date, unless the cookie is deleted by you before the expiry date;

b) a **session** cookie, on the other hand, will be stored by your web browser and will expire at the end of your session, such as when you log out of the Site or when the web browser is closed.

Cookies do not typically contain any information that personally identifies you, but other personal information that we store about you may be *linked* to the information stored in and obtained from cookies.

Do we perform such links?

No. We have no desire or need to link information from cookies to other information that we might hold about you elsewhere in our school.

Do Third Parties perform such links?

Cookies can be used by third party web servers to identify and track you and other users as you/they navigate the different pages on the Site and can then identify users returning to the Site. This is an automated process.

Cookies that we use:

We use both **session** and **persistent** cookies on our Site.

As noted above we use **persistent** cookies for general access to the Site, when visiting standard pages.

We use **session** cookies for you if (and only if) you log into our Site to gain access to more secure information that is not available to the general public. By log in, we mean that you will enter a username and password that is unique to you. These cookies are only valid during your logged in session and are deleted once you log out.

Analytics Cookies

Our analytics service provider is Google and they generate statistical and other information about Site use by means of cookies.

Our analytics service provider's privacy notice is available at:

http://www.google.com/policies/privacy

Blocking cookies

Most browsers allow you to refuse to accept cookies; for example:

a) In Internet Explorer (version 11) you can block cookies using the cookie handling override settings available by clicking "Tools", "Internet Options", "Privacy" and then "Advanced";

b) In Firefox (version 47) you can block all cookies by clicking "Tools", "Options", "Privacy", selecting "Use custom settings for history" from the drop-down menu, and unticking "Accept cookies from site"; and

c) In Chrome (version 52), you can block all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Content settings", and then selecting "Block site from setting any data" under the "Cookies" heading.

Blocking **all** cookies may have a negative impact upon the usability of our Site.

If you do block cookies, you may not be able to use all the features on our Site satisfactorily. You will possibly find that certain pages fail to load or you may experience difficulties in logging in and staying logged in.

Device information

As part of the Google Cookies interactions, we are able collect information about the device you're using to reach our Site, including the type of device, operating system, browser in use and screen resolution. We use this information to help plan ahead for new and emerging technologies and so we can devise the best services for our visitors based on evidential records of historical connections. For example, different types of information are available depending on whether you're using a desktop vs a mobile device.

Deleting cookies

You can delete cookies already stored on your computer; for example:

a) In Internet Explorer (version 11), you must manually delete cookie files (you can find instructions for doing so at http://windows.microsoft.com/en-gb/internet-explorer/delete-manage-cookies#ie=ie-11);

(b) In Firefox (version 47), you can delete cookies by clicking "Tools", "Options" and "Privacy", then selecting "Use custom settings for history" from the drop-down menu, clicking "Show Cookies", and then clicking "Remove All Cookies"; and

(c) in Chrome (version 52), you can delete all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Clear browsing data", and then selecting "Cookies and other site and plug-in data" before clicking "Clear browsing data".

Deleting cookies may have a negative impact on the usability of our Site.

Cookie preferences

You can find out how to manage your preferences relating to the use of cookies by visiting this useful Site : http://www.aboutcookies.org.uk/managing-cookies

Security

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

Changes To This Privacy Notice

This Privacy Notice for Site Users is effective as of *21st January 2019* and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Notice for Site Users at any time and you should check this Privacy Notice periodically. Your continued use of the Service after we post any modifications to the Privacy Notice on this page will constitute your acknowledgment of the modifications of the Privacy Notice.

If we make any material changes to this Privacy Notice, we will notify you by placing a prominent notice on our Site.

Contact Us

Our details

This Site is owned and operated by ALL SAINTS CEVA PRIMARY SCHOOL

Our address is *Castle Street*

Wellingborough

Northants

NN8 1LS

You can contact us:

by post, using the postal address given above;

using our Site contact form;

by telephone, on *01933 225888* or

by email, using our contact form page

Notice Date and Status

This notice has been updated to take account of the GDPR.

Date: *21st January 2019*