

## WEBSITE PRIVACY NOTICE

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### Introduction

This website is operated by The Queen's School, City Walls Road, Chester CH1 2NN.

This policy describes how we process any personal information we collect from you or that you provide to us through our website. We confirm that we will keep your information secure and that we will comply fully with all applicable UK Data Protection legislation and regulations. Please read the following carefully to understand what happens to personal data that you choose to provide to us, or that we collect from you when you visit this site. By visiting [www.thequeensschool.co.uk](http://www.thequeensschool.co.uk) you are accepting and consenting to the practices described in this policy.

If you have any questions about this notice, please contact the IT Director, by emailing [secretary@thequeensschool.co.uk](mailto:secretary@thequeensschool.co.uk) or writing to the address above.

### What is "personal information"?

Personal information is information that identifies you as an individual and relates to you.

We may collect, store and use the following kinds of personal information about you when you use our website:

**Information you provide to us.** You may provide us with information about you by filling in a form on our website. This includes information you provide when you submit a contact/enquiry form. The information you give us may include your name, address, e-mail address and phone number.

**Information our website automatically collects about you.** With regard to each of your visits to our website we may automatically collect information by using Cookies.

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### Cookies

#### What Are Cookies

As is common practice with almost all professional websites this site uses cookies, which are tiny files that are downloaded to your computer, to improve your experience. This document describes what information they gather, how we use it and why we sometimes need to store these cookies. We will also share how you can prevent these cookies from being stored however this may downgrade or 'break' certain elements of the sites functionality.

#### How We Use Cookies

We use cookies for a variety of reasons detailed below. Unfortunately, in most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this site. It is recommended that you leave on all cookies if you are not sure whether you need them or not in case they are used to provide a service that you use.

#### Disabling Cookies

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies will affect the functionality of this and many other websites that you visit. Disabling cookies will usually result in also disabling certain functionality and features of the site. Therefore, it is recommended that you do not disable cookies.

#### The Cookies We Set

This site offers newsletter or email subscription services and cookies may be used to remember if you are already registered and whether to show certain notifications which might only be valid to subscribed/unsubscribed users.

When you submit data to through a form such as those found on contact pages or comment forms cookies may be set to remember your user details for future correspondence.

In order to provide you with a great experience on this site we provide the functionality to set your preferences for how this site runs when you use it. In order to remember your preferences, we need to set cookies so that this information can be called whenever you interact with a page is affected by your preferences.

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### Third Party Cookies

In some special cases we also use cookies provided by trusted third parties. The following section details which third party cookies you might encounter through this site.

This site uses Google Analytics which is one of the most widespread and trusted analytics solution on the web for helping us to understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content.

The Google AdSense service we use to serve advertising uses a DoubleClick cookie to serve more relevant ads across the web and limit the number of times that a given ad is shown to you.

Find out how Google uses your data at <https://support.google.com/analytics/answer/6004245>

We also use social media buttons and/or plugins on this site that allow you to connect with your social network in various ways. For these to work the following social media sites including; Twitter, Facebook, Sharethis, will set cookies through our site which may be used to enhance your profile on their site or contribute to the data they hold for various purposes outlined in their respective privacy policies.

### Disclosure of Your Information

Information you provide to us will be stored on a secure server. We use a trusted website and hosting provider (Oyster) to facilitate the running and management of this website. Oyster meet high data protection and security standards and are bound by a data processing contract to keep any information they process on our behalf confidential. Any data that may be collected through this website that Oyster process, is kept secure and only processed in the manner we instruct them to. Oyster cannot access, provide, rectify or delete any data that they store on our behalf without permission.

The transmission of information via the internet is not completely secure. Although we will endeavour to protect your personal data by using data encryption, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

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We may, from time to time, share Google Analytics data with trusted companies who assist our marketing staff, in order to help us to understand how you use the site and ways that we can improve your experience.

Our site may, from time to time, contain links to and from the third party websites. If you follow a link to any of these websites, please note that these websites may have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### What decisions can you make about your information?

From 25 May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- **Rectification:** if information the School holds about you is incorrect you can ask us to correct it.
- **Access:** you can also ask what information we hold about you and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to.
- **Deletion:** you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information.
- **Portability:** you can request the transfer of your information to you or to a third party in a format that can be read by computer. This applies where (a) the information has been provided by you; (b) the basis that we are relying on to process your information is consent or contract (please see "Our legal bases for using your information" above); and (c) the information is being processed by us on computer.
- **Restriction:** our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- **Object:** you may object to us using your information where:
  - a. we are using it for direct marketing purposes (e.g. to send you information about a School event);
  - b. the legal basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest. we are using it for historical or scientific research purposes or archiving purposes.

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The IT Director can give you more information about your data protection rights.

### **Further information and guidance**

The IT Director is the person responsible at our school for managing how we look after personal information and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

This notice is to explain how we use your personal information. The IT Director can answer any questions which you may have.

This privacy notice does not, and is not intended to, give you any rights which you did not already have. For example, it does not give you any additional contractual rights.

Please contact the IT Director if:

- you object to us using your information for marketing purposes e.g. to send you information about school events. We will stop using your information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office - [ico.org.uk](http://ico.org.uk).