

St. Joseph's Catholic Primary School

Protect with love all of God's gifts



Privacy Policy

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1. Introduction

1. St Joseph's Catholic Primary School is committed to protecting the privacy and security of your personal information. We take care to protect the privacy of staff, parents, children and associates who we communicate with online or offline with us at school, over the phone, through our mobile devices, websites and social media platforms. We are committed to safeguarding the privacy of our website visitors;

This policy sets out how we will treat your personal information on the domain.
www.stjosephsbradford.co.uk

2. We **How we use cookies**

Our website providers have informed us that we have 6 cookies and 4 out of those are essential and the other 2 are used when a user accepts the acceptable usage policy and cookie consent pop-overs. Whilst these are only used when a user accepts, it's essential to have the pop-overs. 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 website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, 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 setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

We have therefore developed this privacy policy to inform you of the data we collect, what we do with your information, what we do to keep it secure as well as the rights and choices you have over your personal information.

Throughout this document we refer to Data Protection Legislation which means the Data Protection Act 2018 which incorporates the General Data Protection Regulation (GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any legislation implemented in connection with the General Data Protection Regulation which is the governing legislation

that regulates data protection across the EEA. This includes any replacement legislation coming into effect from time to time.

2. The information we collect and when

1. We may collect, store and use the following kinds of personal information that we know we will genuinely use and in accordance with the GDPR Legislation May 2018. The type of information that we will collect on you, and you voluntarily provide to us on this includes:
 - Information about your computer and about your visits to and use of this website (including, your name, address, telephone numbers, email address, survey responses and IP addresses).
 - information that you provide to us when registering with us.
 - information that you provide to us for the purpose of subscribing to our email notifications (including, your name and email address)
 - information contained in or relating to any communications that you send to us or send through our website (including, the communication content and meta data associated with the communication)
 - any other personal information that you choose to send to us or share with us.
2. Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with the terms of this policy.
3. You are under no statutory or contractual requirement or obligation to provide us with your personal information; however we require at least the minimum information for us to deal with you in an efficient and effective manner. The legal basis for processing your data is based on your needs/interests 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 unless we have an appropriate lawful reason to do so.

3. How we use your personal information

- To contact you, following your enquiry, reply to any questions, suggestions, issues or complaints you have contacted us about.
- Help and deal with any queries, questions and concerns that you have.
- Taking orders, payments or refunds.
- To power our security measures and services so you can safely access our website and mobile apps.
- Personal information submitted to us through our website will be used for the purposes specified in this policy or on the relevant pages of the website.

- Distribution of newsletters, reports and government guidance.
- We may store, process or transfer your data outside the parties if we have an appropriate lawful reason to do so.

4. Disclosing personal information to

- We may share your personal data with other organisations in the following circumstances:
- If the law or a public authority says we must share the personal data;
- If we need to share personal data in order to establish, exercise or defend our legal rights (this includes providing personal data to others for the purposes of preventing fraud and reducing credit risk); or
- From time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the Website. However, all the information we share will be collected and anonymised, so neither you nor any of your devices can be identified from it.

5. Updates on services/permissions

Updates will be on the website and your information will only be processed if you have previously consented to such use. When you register your child with us we will ask for your consent for certain permissions.

6. Your rights over your information

- **Right to Access Your Personal Information**

You have the right to access the personal information that we hold about you in many circumstances, by making a request. This is sometimes termed 'Subject Access Request'. If we agree that we are obliged to provide personal information to you (or someone else on your behalf), we will provide it to you or them free of charge and aim to do so within 30 days from when your identity has been confirmed.

We would ask for proof of identity and sufficient information about your interactions with us that we can locate your personal information.

If you would like to exercise this right, please contact us as set out in section 10.

- **Right to Correction Your Personal Information**

If any of the personal information we hold about you is inaccurate or out of date, you may ask us to correct it.

If you would like to exercise this right, please contact us as set out in section 10.

- **Right to Stop or Limit Our Processing of Your Data**

You have the right to object to us processing your personal information if we are not entitled to use it any more, to have your information deleted if we are

keeping it too long or have its processing restricted in certain circumstances. If you would like to exercise this right, please contact us as set out in section 10.

- **For more information about your privacy rights**

The Information Commissioner's Office (ICO) regulates data protection and privacy matters in the UK. They make a lot of information accessible to consumers on their website and they ensure that the registered details of all data controllers such as ourselves are available publicly. You can access them here <https://ico.org.uk/for-the-public>.

You can make a complaint to the ICO at any time about the way we use your information. However, we hope that you would consider raising any issue or complaint you have with us first. Your satisfaction is extremely important to us, and we will always do our very best to solve any problems you may have.

7. How long we keep your information for

We retain a record of your personal information in order to provide you with a high quality and consistent service. We will always retain your personal information in accordance with the GDPR Legislation May 2018 and never retain your information for longer than is necessary or unless otherwise required so by the law, your data will be stored for a minimum period at which point it will be deleted. We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

8. Giving your reviews and sharing your thoughts

When using our websites or mobile applications, you may be able to share information through social networks like Facebook and Twitter. For example, when you 'like', 'share' or review our Services. When doing this, your personal information may be visible to the providers of those social networks and/or their other users. Please remember it is your responsibility to set appropriate privacy settings on your social network accounts so you are comfortable with how your information is used and shared on them.

9. Security

Data security is of great importance to St Joseph's Catholic Primary School and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure your collected data.

We take security measures to protect your information including:

- Limiting access to our buildings to those that we believe are entitled to be there (by use of passes, key card access and other related technologies);
- Implementing access controls to our information technology
- We use appropriate procedures and technical security measures (including strict encryption, anonymisation and archiving techniques) to safeguard your information across all our computer systems, networks, websites, mobile apps, devices, and offices.
- Advising you never to enter your account number or password into an email or after following a link from an email or sharing such details with anyone else.

10. How to contact us

If you would like to exercise one of your rights as set out in this policy, or you have a question or a complaint about this policy, the way your personal information is processed, please contact us by one of the following means:

By email: Office@stjosephsbradford.bradford.sch.uk

By post: St Joseph's Catholic Primary School, Park Lane, Bradford. BD5 0RB.

Thank you for taking the time to read our Privacy Policy.

This Policy was last updated on Jul 2020.