WEBSITE PRIVACY POLICY

What is the purpose of this Notice?
This is our school's Website Privacy Notice which is intended to provide you with information about how and why we process information that we receive from your visit to our website https://www.shuttleworthcollege.org/.

It is also intended to provide you with other information which is required under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain the key laws relating to data protection.

The school is not responsible for any loss or damage which may arise from your use of the school Website.

The Data Protection Officer
The school has an appointed Data Protection Officer (DPO), HY Professional Services, who can be contacted in writing at HY Professional Services, 1 Reed House, Hunters Lane, Rochdale, OL16 1YL or by telephone on 0161 804 1144. The DPO is responsible for dealing with data protection issues within the Trust and across our schools. You can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

What information do we collect or may collect in the future?
The school may collect, store and use the following kinds of personal information about individuals who visit and use the Website:

- Information about your computer and about your visits to and use of this Website including your computer's IP address, geographical location, browser type, referral source, length of visit, number of page views and navigation around our Website. However, such information is collected anonymously and is not linked to information that identifies you as an individual.

- Information that you provide to the school for the purpose of registering your child with us including contact details and other relevant information.

- Information that you provide to the school for the purpose of subscribing to our email notifications and newsletters including your email address.

- Any other information that you choose to send to us, or which is provided by third parties, including in the context of your relationship with the school as a parent, teacher or pupil, as more fully set out in the Data Protection Policy.

Why are we allowed to use your personal information?
We will use your personal information that you submit via the Website in accordance with the laws that we are subject to and process your personal information as far as is necessary to meet those obligations.

What is the purpose of collecting and using your personal information?
The purposes for which the school collects your personal information is to communicate and correspond with you to provide you with:

- communications that you register for by email and/ or post (newsletters, event updates, school business, prospectus, curriculum information, recruitment information)
- respond to enquiries and complaints made by you in relation to the school and our Website

We will use the information we gather from your visit to improve our Website and to provide you with relevant information obtained via any enquiries and forms submitted and information obtained via cookies.

You may unsubscribe from receiving communications from the school at any time by informing the school via email or by letter in writing to the school office that you no longer wish to receive communications from the school.

Who do we share your personal information with and why?

We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors or other third parties insofar as reasonably necessary for the purposes set out in this privacy policy and the school's Data Protection Policy.

In addition, we may need to disclose your personal information:
- to the extent that we are required to do so by law;
- in connection with any legal proceedings or prospective legal proceedings;
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information; and
- as is otherwise reasonably necessary for the operation of the Website and the School.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to personal information that we hold about you. To make a request for your personal information please contact the School Business Manager by email at admin@shuttleworth.lancs.sch.uk or in writing at Shuttleworth College, Burnley Road, Padiham, BB12 8ST.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection Regulations.

Changes to this policy

The school may from time to time update this privacy policy taking into account any changes in law, feedback from site users and the Information Commissioner.

Complaints and further information

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting a representative of the school, [insert name/ job title] on [insert telephone number] or [insert email address] or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

Use of cookies on our Website

By continuing to browse the site, you are agreeing to our use of cookies as described below. A cookie is a small piece of data that we store on your web page browser or on the hard drive of your computer. Cookies contain information in relation to your visit and assist in showing you relevant content according to if it is your first visit or tenth visit to the website. We use Google Analytics cookies to see how people use our site and use this information to help us improve it and make sure the information you need is easy to find. You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.