



Privacy Notice (GDPR) – Website

Ermysted's Grammar School

Ermysted's Grammar School (the **School**) is committed to safeguarding the privacy of visitors to this website, www.ermysteds.co.uk (the **website**).

Unless we advise otherwise at the time you submit data to our website, the School will be the **Data Controller** of all data uploaded by you to our website. Our contact details, together with those of our **Data Protection Officer (DPO)** and our registration details for the UK's **Data Commission Office (ICO)**, are set out in the 'Our details' section below.

What data we collect

If you wish to receive marketing communications from us (e.g. the School newsletter), we will ask you to provide details so we are able to contact you, such as your email address.

If you choose to submit data to us on our website (e.g. by completing a web form) we will collect details such as your name and email address.

We will always store your data securely and we will never ask you for any data that we don't need. For example, we do not collect any special categories of personal data about you through our website, such as details about your race, ethnicity, religious beliefs or information about your health.

How we use your data

Communications: We will use data about your communication preferences to update our distribution lists for communications such as school newsletters.

We may also use the data you submit to our website to respond to your enquiries or complaints.

We only use your data for the purposes for which we collected it unless a legal obligation compels us to do otherwise (for example to use in a criminal investigation).

On what basis we process your data

We will only use and process the data you provide to us where we have a lawful basis for doing so.

With regard to the data we collect from you on our website, we will process this on the basis that you have provided your consent; for example, by signing up to receive our marketing communications or by contacting us in respect of a query or complaint.

Please note that you have a right to withdraw your consent at any time. If you currently receive marketing communications from us and you would prefer not to receive them in the future, you can change your marketing preferences at any time by emailing admin@ermysteds.n-yorks.sch.uk.

There are other lawful bases for our processing of your data which include processing that (i) is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering a contract, (ii) is necessary for compliance with our legal, regulatory and/or professional obligations, (iii) is necessary for the purposes of pursuing our legitimate interests, or (iv) is necessary for the establishment, exercise or defence of legal claims.

Who we share your data with

We will not disclose your data to any other third parties unless (i) we are required to do so by law, (ii) disclosure is necessary for the purpose of, or in connection with, legal proceedings, (iii) it is to exercise or defend legal rights, or (iv) we have your consent.

How long we keep your personal data

We keep data in accordance with our internal retention procedures, which are determined by our legal, regulatory and professional obligations and accord with good practice.

The retention periods differ depending upon the nature of the data we hold and the reasons why we are holding it, and are subject to change. Please rest assured that we only keep your data for as long as we need to. When your data is no longer required, we will delete it securely.

Security

We are committed to ensuring that your data is secure. In order to protect the data you input to our website from unauthorised access, improper use or disclosure, unauthorised modification, unlawful destruction or accidental loss, we have put in place appropriate technical, physical and managerial procedures. All our employees are obliged to respect the confidentiality of your data.

The School makes every effort to ensure links to external websites are secure. The School accepts no liability for the privacy practices of those external websites

Cookies

Cookies are small text files that are placed on your device by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. When you use our website you agree that we can put these cookies on your device.

We do not use Cookies that also monitor other websites that you've visited (these are known as privacy intrusive cookies).

How do I change my cookie settings?

Our cookies will not identify you but if you prefer you may wish to turn cookies off: most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set, visit www.aboutcookies.org or www.allaboutcookies.org.

Website Analytics

Because we want to make sure our web content is the best that it could be, we collect information about how people use this website via WordPress Statistics. The information we collect is anonymous and does not contain any personal details such as IP addresses.

We collect information on the following activities:

- The number of visitors to the website,
- How users access the site (through another website or by search engine),
- The platform and browser being used to access the site,
- What users clicked on when visiting the website,
- The number of times a word is searched for.

External Links

Our website contains links to other websites. Please note that we are not responsible for the privacy practices of other websites. When you leave our website please be sure to read the privacy notices and policies of those other websites.

This privacy notice applies only to data collected by our website. The School takes no responsibility for, and exercise no control over, the views expressed on or the information contained within other websites.

Changes to your personal data

If your personal data changes at any time, please keep us informed so we can ensure your data is accurate, complete and current. If you wish to update your personal data, you can do this at any time via admin@ermysteds.n-yorks.sch.uk.

Access to your personal data and your rights

You are entitled to view the personal data we hold about you and request that we amend it or delete it, subject to some exceptions. You also have the right to request that we restrict our processing of your data or to object to that processing. Please email your request to our data protection officer, whose contact details are in the Contact Us section below.

Please note we may require further data from you in order to verify your identity before disclosing, amending or deleting any of your data.

In most cases, we will deal with your requests free of charge and within one month of receipt of your request. However, there are exceptions that may allow us to charge a reasonable fee to cover our administration costs and/or extend the time period for dealing with your request to two months from receipt of your request, such as where your request is complex or repetitive. If an exception applies, we will keep you informed.

We will never charge you to unsubscribe from our School newsletter.

Our details

Ermysted's Grammar School is the **Data Controller**:

Ermysted's Grammar School
Gargrave Road | Skipton | North Yorkshire | BD23 1PL
admin@ermysteds.n-yorks.sch.uk
01756 792186

The School has appointed Veritau Ltd to be its **Data Protection Officer**:

Information Governance
Veritau Ltd
County Hall | Racecourse Lane | Northallerton | DL7 8AL
schoolsDPO@veritau.co.uk
01609 53 2526

If you have questions regarding this privacy notice, if you require access to your personal data or if you have a complaint in connection with this privacy notice, please contact our Data Protection Officer, whose details appear above.

If we have been unable to resolve a complaint you have made to us, you can contact the ICO (quoting our ICO registration number: Z6313740) at www.ico.org.uk.

October 2018