



Privacy Notice (GDPR) – Website

Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on 12 March 2020. The School is committed to safeguarding the privacy of visitors to this website, www.ermysteds.co.uk (the 'website').

This Privacy Notice has been written to inform you about how the School processes your personal data when you visit our website. This notice only applies to how the school uses your data when you visit our website. For more information about how the school uses personal data in general, and how it uses information submitted via the website as part of an application to the School in particular, please see our other privacy notices.

Who are we?

Ermysted's Grammar School is a **Data Controller** as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its **Data Protection Officer** (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

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

What are cookies?

A cookie is a small file of text that we store on your browser or the hard drive of your electronic device (computer, phone, or tablet etc.). Cookies are anonymous and contain no personal information that will identify you personally.

We use cookies so that:

- We can distinguish you from other users of our website and provide a good experience
- We can remember the information you've provided us with while on our website, so you don't have to keep re-entering the information whenever you visit a new page
- We can look at how you use our website so that we can improve it for other users.

We do not use cookies to:

- monitor your usage of other websites (privacy intrusive cookies)
- collect any personal information about you (without your express permission)
- collect any sensitive information
- pass data to any advertising networks
- pass personal data to third parties

What cookie types do we use?

Cookie types and expiry:

- **Session cookies** - these are temporary and are erased when you close your browser at the end of your visit, or if you delete them earlier. The next time you visit our website we will not recognise you and will treat you as a completely new visitor.
- **Persistent cookies** - these remain on your hard drive until you erase them or they expire, this is after 12 months.

We may use one or more of the following kinds of cookies:

- **Strictly Necessary Cookies.** These cookies are required for the operation of our website. This can include cookies that will enable you to log into a secure area of our website, e.g. staff, parent or pupil area. Without these the website will not work as designed. These cookies do not require consent.
- **Functionality cookies.** These cookies require consent. They are used to recognise you when you return to our website. The content is then personalised to you and can greet you by name (once in the secure area) or remember preferences that you may set.
- **Analytical/performance cookies.** These cookies require consent. They allow us to count and recognise the number of visitors to our site. It also allows us to see when and how visitors navigate our website. Using these cookies helps us improve our website and make popular searched items easier to find.

How do we obtain consent for the use of cookies?

When you first visit our sites using a new browser, or if you visit in private browsing mode, we will provide you with a cookies permission banner seeking your consent to use of cookies as required by law.

How do I erase or opt out of the use of cookies?

You can change your cookie preferences at any time through our cookie banner, but please be aware that opting out of cookies may affect your user experience on our website.

Alternatively, 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

The School makes every effort to ensure the content on this website is correct and factual. The School accepts no liability for any inconvenience or loss caused by reliance on any information contained on this website.

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.

Copyright

Any information on this website, including but not limited to graphics, design, text, and images are subject to Copyright which belongs to the School or a third party that has given permission for the School to use this information. The School grants permissions to electronically copy, print to hard copy, or transfer such material so long as it is for school business only.

How long do we keep your personal data for?

Ermysted's Grammar School will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs. Please note that the School may retain some records for historical purposes; e.g. team photographs, records of achievement, etc.

What rights do you have over your data?

Under GDPR parents and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

You may exercise any of these rights by contacting the School Office on (01756) 792186.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk
0303 123 1113

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.