**PATE’S GRAMMAR SCHOOL FOUNDATION AND THE RICHARD PATE SCHOOL**

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**Website and Cookies Privacy Notice**

**This notice explains how we use your personal data when visiting our website.**

**Last Updated: 2 February 2023**

The School is committed to ensuring the privacy of our website visitors. In this notice we explain how we hold, process and retain your personal data on our website with URL “https://www.richardpate.co.uk/”.

For information explaining how we handle personal data relating to pupils, pupils’ families and alumni, please refer to the Privacy Notice listed under Policies:

<https://www.richardpate.co.uk/wp-content/uploads/2021/06/Privacy-Notice-April-2021.pdf>

For data explaining how we handle personal data relating to recruitment of staff, please refer to the Privacy Notice within the **Recruitment, Selection and Disclosures Policy and Procedure,**

including **Policy on the Recruitment of Ex-Offenders** and **Recruitment Privacy Notice**

listed under Policies:

https://www.richardpate.co.uk/wp-content/uploads/2023/01/Recruitment-Selection-and-Disclosures-Policy-and-Procedure-January-2023-00000002.docx

1. **How We Use Your Personal Data**
	1. **Enquiry Data.** We may process information that you provide to us through our enquiry form or another form on our website ("**Enquiry Data**"). This Enquiry Data may include your name, title, email address and other information you provide us in a free text box. The legal basis for this processing is your consent given by ticking the relevant box. The Enquiry Data may also be processed for the purpose of taking steps, at your request, prior to entering into the parent contract.
	2. **Your Child’s Data.** During the course of visiting our website, you may provide us with the personal data of a child to whom you are a parent or guardian (**“Your Child’s Data”**). Your Child’s Data may include, for instance, their name, address, telephone number, education details and age. This is not specifically requested but it may be provided by you in a free text box. The legal basis for this processing is your consent given by ticking the relevant box. Your Child’s Data may also be processed for the purpose of taking steps, at your request, prior to entering into the parent contract.
	3. **Website Data.** We may process data about your use of our website and services ("**Website Data**"). The Website Data may include, on its own or in any combination, your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use. The source of the Website Data is our analytics tracking system. This Website Data, and any combination of this data, is processed for the purposes of analysing the use of the website and services. The legal basis for this processing is our legitimate interests, namely monitoring and improving our website and services.
	4. **Cookies.** Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. Some of the cookies we use are necessary for our website to function properly. These types of cookies will not store your personal data and cannot be switched off. Other cookies that we would like to use may store your personal data, but we will only use these cookies if you have given your consent for us to do so when you first use our website.

	We use the following cookies:

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Cookie Name | Purpose | Duration |
| Analytical / performance cookies | \_ga | The \_ga cookie, installed by Google Analytics, calculates visitor, session and campaign data and also keeps track of site usage for the site’s analytics report. The cookie stores information anonymously and assigns a randomly generated number to recognize unique visitors. | 2 years |
| Analytical / performance cookies | \_gcl\_au | To store and track conversations  | [persistent](https://cookiedatabase.org/retention/persistent/) |
| Necessary | cookielawinfo-checkbox-necessary           | This cookie is set by GDPR Cookie Consent plugin. The cookies is used to store the user consent for the cookies in the category “Necessary”. | 11 months |
| Functional | cookielawinfo-checkbox-functional           | The cookie is set by GDPR cookie consent to record the user consent for the cookies in the category “Functional”. | 11 months |
| Performance | cookielawinfo-checkbox-performance     | This cookie is set by GDPR Cookie Consent plugin. The cookie is used to store the user consent for the cookies in the category “Performance”. | 11 months |
| Analytics | cookielawinfo-checkbox-analytics             | This cookie is set by GDPR Cookie Consent plugin. The cookie is used to store the user consent for the cookies in the category “Analytics”. | 11 months |
| Advertisement | cookielawinfo-checkbox-advertisement | Set by the GDPR Cookie Consent plugin, this cookie is used to record the user consent for the cookies in the “Advertisement” category. | 1 year |
| Other | cookielawinfo-checkbox-others | This cookie is set by GDPR Cookie Consent plugin. The cookie is used to store the user consent for the cookies in the category “Other’’. | 11 months |
| Necessary | CookieLawInfoConsent  | Records the default button state of the corresponding category & the status of CCPA. It works only in coordination with the primary cookie. | Session  |
| Functional  | viewed\_cookie\_policy    | The cookie is set by the GDPR Cookie Consent plugin and is used to store whether or not user has consented to the use of cookies. It does not store any personal data. | 11 months |
| Administrative  | lastAccessFolder\_https://www.richardpate.co.ukschooAlert1 |  | Session |
| Analytics | \_ga\_3Q2J37F88B | This cookie is installed by Google Analytics. | 2 years |

The strictly necessary cookies will not normally store your personal data. The analytical/performance cookies may collect information including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use.

You may 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 strictly necessary cookies) you may not be able to access all or parts of our site.

* 1. **Other Processing Activities.** In addition to the specific purposes for which we may process your personal data set out above, we may also process any of your personal data where such processing is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another person.

We generally do not collect any special categories of personal data about you on our website (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health, and genetic and biometric data). Nor do we collect on our website any information about criminal convictions and offences. Where you choose to share special categories of personal data with us on our website, for example via a “free text” box, we are processing this data with your explicit consent. Further information can be found in our Pupil Privacy Notice available (see link above).

1. **Providing Your Personal Data To Others**
	1. **To our partner service providers.** We may also disclose your personal data to Inner Media Limited (trading as Innermedia), a company registered in England and Wales under number 04818830 and other providers of our website hosting services, whose functions include processing of personal data for the purposes of improving our website and services for you.
	2. **Our insurers/professional advisers.** We may disclose your personal data to our insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining and maintaining insurance coverage, managing risks, obtaining professional advice and managing legal disputes.
	3. **Regulatory authorities, etc.** We may disclose your personal data to regulatory authorities, courts, government agencies and other third parties where we believe that doing so would be in accordance with or permitted or required by any applicable law, regulation or legal process, to defend the interests, rights, and/or property of The Richard Pate School or others, or to respond to emergencies.
	4. **Where we provide your personal data to any third party.** Where we share your personal data with any third party, such as Google Analytics in relation to Website Data, we will ensure this processing is protected by appropriate safeguards. For more information on how Google Analytics process your data, please see https://policies.google.com/technologies/partner-sites
2. **Security of Personal Data**
	1. We always keep your data secure to maintain your confidentiality. We limit access to your personal data to those employees, agents, contractors and other third parties who have a need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality. We share your Website Data with Google Analytics; this will involve transferring your data outside the UK, namely in the United States.
	2. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.
3. **Retaining and Deleting Personal Data**
	1. Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes, or where such retention is necessary for compliance with a legal obligation. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.
	2. Unless we contact you and obtain your consent for us to retain your personal data for a longer period, we will retain and delete your personal data as follows:
4. **Enquiry Data and Your Child’s Data** will be retained for 7 years and, if your child does not attend the school, it will be deleted from our systems at that point. If your child attends the school, the Enquiry Data will form part of the pupil record and retained in line with our Data Retention Policy which is available on our website.
5. **Website Data** will be retained by Google Analytics in line with the site “How Google uses data when you use our partners’ sites or apps” located at <https://policies.google.com/technologies/partner-sites>
6. **Changes**
	1. We may update this notice from time to time by publishing a new version on our website. We encourage you to visit this page periodically to review any updates.
7. **Your Rights**
	1. **Your right to access your data.** You have the right to ask us to confirm whether or not we process your personal data and, to have access to the personal data, and any additional information. That additional information includes the purposes for which we process your data, the categories of personal data we hold and the recipients of that personal data. You may request a copy of your personal data. The first copy will be provided free of charge, but we may charge a reasonable fee for additional copies.
	2. **Your right to rectification.** If we hold any inaccurate personal data about you, you have the right to have these inaccuracies rectified. Where necessary for the purposes of the processing, you also have the right to have any incomplete personal data about you completed.
	3. **Your right to erasure.** In certain circumstances you have the right to have personal data that we hold about you erased. This will be done without undue delay.
	4. **Your right to restrict processing.** In certain circumstances you have the right for the processing of your personal data to be restricted.
	5. **Your right to object to processing.** You can object to us processing your personal data on grounds relating to your particular situation but only when we are relying on certain legal bases to process your personal data.
	6. **Your right to object to direct marketing.** You can object to us processing your personal data for direct marketing purposes. If you make an objection, we will stop processing your personal data for this purpose.
	7. **Complaining to the Information Commissioner’s Office (ICO).** If you think that our processing of your personal data infringes applicable data protection laws, you can lodge a complaint with the UK regulator for data protection, the ICO (www.ico.org.uk). We would, however, appreciate the opportunity to deal with your concerns before you approach the ICO so please contact us in the first instance.
	8. **Right to withdraw consent.** When we are relying on consent for processing your personal data, you are entitled to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

You can request to exercise any of these data rights by contacting us as detailed below.

1. **Our Details**
	1. This website is owned and operated by The Richard Pate School.
	2. We are a registered charity in England and Wales under charity registration number 311707 and our registered address is at Southern Road, Cheltenham, GL539RP.
2. **Contacting Us**
3. Any comments or queries on this policy should be directed to the Bursar as a member of the Data Management Committee using the following contact details:

E-mail: dataprotection@richardpate.co.uk

Telephone: 01242 522052

Postal address: Southern Road

Cheltenham

GL53 9RP