



Coldfair Green Primary School

Website Privacy Policy

Revised: 10/05/2018

This website privacy notice describes how **Coldfair Green Primary School** protects and makes use of the information you provide when you use our website.

We have appointed **Mr Ben Waters** as our lead Data Protection Officer. He has overall responsibility for monitoring this privacy notice and to ensure its effective implementation.

Information Gathering

This site has been designed to provide information about the school to parents and carers. It is **NOT** designed to capture any of the end users' personally identifiable information. However, as with all modern websites, due to the way the site is built we cannot help but gather **SOME** data (see information about cookies below)

There is **ONE** part of this site where should you wish, you can provide us with an email address in order to receive the school newsletter on a weekly basis.

There are **NO** areas of this site where you are asked to create an account and "log in". We do not allow commenting on this site.

We do not use any analytical software (for example **Google Analytics**)

This website **does** store cookies on your machine when you visit any of its pages.

About the information we DO collect.

Cookies

Cookies are small files which are placed within our website to **identify your computer** as you view different pages on our website.

These Cookies allow websites and applications to store your preferences to present content, options or functions that are specific to you. They can allow a deeper understanding of what people are looking at, thus providing an insight into the references of visitors. This being said, as stated above, we **DO NOT** use any analytical software.

Please note that Cookies DO NOT in any way allow our systems to penetrate your own devices. The information taken is only the information that you the user chooses to share with us.

You **DO** have the option to *change the options of your own web Browser's cookie settings*. For example, should you choose not to have data collected from our website, you are able to set your web browser to

prohibit cookies. However if you decide to do this, then some of the functions and elements of our site **may not work properly on your device**, and some services may not be available to you.

Please note that unless you have manually changed your own web browser to refuse our cookies, then our website will continue issuing cookies when you visit each page.

IP Addresses

Your computer / router has an address on the web. This is called an IP Address. Although this address exists as a series of numbers, it IS classed as personal identifiable data. (Your ISP could match this address to you) Our server stores a record of the IP addresses of devices that visit the school website for a finite amount of time. These “server logs” are deleted after a period of one month.

Opting in or out to newsletters

As stated before, our website is connected to our own internal Customer Relations management service, which allows us to send the school newsletter directly to your inbox. When clients fill in the “subscribe to our newsletter” form at the bottom of our webpage, the information is sent directly to our CRM system allowing us to process the data and send out the newsletter to you. Once subscribed, you do have the choice whether or not to receive such emails, as by law we have to offer an “**opt in /opt out**” system.

Parents / Carers are provided with the opportunity to unsubscribe from our email database. You can simply let us know by:

- Clicking the ‘Unsubscribe’ link on the email that you received, and this allows us to amend your preferences. You will instantly stop receiving emails from us Please be aware that from time to time newsletter and parents evening dates are sent through via email so you may miss these if you are not obtaining your news by other means!
- Email us at admin@coldfairgreenprimaryschool.org

Under NO circumstances will we ever distribute, sell on, or lease your personal information to any third-party companies.

Security

We take the security of our website and devices very seriously. The entire site is transmitted using https:// which is the secure method of viewing pages / transmitting data. When you sign up to our newsletter, this is also transmitted securely.

External links on our Website

We do not have any control of websites outside the coldfairgreenprimaryschool.org domain. If you provide information to a website to which we link, we cannot be held responsible for its protection and privacy. We are not responsible for external links. Please be careful when you are submitting data to websites, and it is best practice to ensure that you read the sites privacy policy fully so that you understand your rights and responsibilities as a user of that site.

If you would like to discuss our Privacy Policy in greater detail please contact **Mr Ben Waters** our Data Protection Controller or **Mrs Amanda Fewkes** our Designated Safeguard Lead.