

WEBSITE PRIVACY POLICY

Your privacy is important to us. To protect your privacy we provide this notice explaining our online information practices.

This policy applies between you, the user of this website, and Annan School Ltd, the owner and provider of this website. This policy applies to our use of any and all data collected by us in relation to your use of the website and any requests you make using this website.

INTRODUCTION

This privacy notice outlines how we collect store and use of personal data gathered on our website.

HOW WE COLLECT YOUR INFORMATION

When someone visits our website, we collect standard internet log information and details of visitor behaviour patterns. This information is usually collected by using a small text file called a cookie, it provides statistical data and does not identify any individual. We also collect information submitted through our website via forms and other communications.

WHAT INFORMATION WE COLLECT

- We collect the information you give us, for example, on a form for an Open Day event. This can consist of personal information such as your name, email address, postal address, telephone or mobile number, number of children, their ages and names.
- Cookies. This website does not store any information that would, on its own, allow us to identify individual users. Any cookies that may be used by this website are used either solely on a per session basis or to maintain user preferences. By using this site, you are agreeing to these terms.
Cookies are small text files that are placed on your computer 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.
This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses cookies to help us analyse how visitors use the site in the aggregate. It does not collect personally identifiable information and does not track your movements between different websites.

More details about the purpose of these cookies can be found here:

<https://policies.google.com/technologies/types?hl=en-US>

You may opt out of Google Analytics on all websites, please see the guidance here:

<https://policies.google.com/technologies/managing?hl=en-US>

HOW WE MAY USE THE INFORMATION WE COLLECT AND THE LEGAL BASIS FOR PROCESSING IT

The information gathered about you may be used for the following purposes:

The School needs personal information to successfully manage and fulfil your information requests. We may use your information to:

- contact you in relation to any service you have requested, such as an open day or call back
- deal with your enquiries, comments or complaints you contact us about
- send information regarding the School's admissions process and other services that are relevant to your child
- administer our website, for internal purposes, troubleshooting, data analysis, testing, research, statistical and survey purposes

SHARING YOUR INFORMATION WITH OTHERS

We will not pass your information to any third parties and will keep your information confidential except where disclosure is required for legal reasons. If at any time you no longer wish to receive marketing correspondence from the school please contact us.

Our site contains links to and from other sites, these sites have their own privacy policies please check them before you submit any personal data.

HOW LONG WE KEEP YOUR INFORMATION FOR

How long information is stored depends on whether your child becomes a pupil at Annan School. Once on the school register, information regarding pupils is stored in accordance with the school's GDPR and record retention policies.

Otherwise information will only be stored for as long as necessary to manage and fulfil your request, up to a maximum of two years. After which time it will be removed from the school's data files.

SECURITY

Data security is of great importance to Annan School and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure data collected online. This includes SSL certification.

In the interest of privacy for our parents and pupils, full names of children are not included alongside their image on this website. Images are not permitted to be downloaded or replicated in any form without prior consent. For the security of our pupils and staff we have disabled the "Right mouse click" function on images throughout the website.

YOUR RIGHTS

You have various rights under Data Protection Law to access and understand the personal data held about you by the School, and in some cases you can ask for it to be erased or amended or have it transferred to others, or for the School to stop processing it, subject to certain exemptions and limitations. The School GDPR policy explains your rights in more detail.

If you wish to access or amend your data, please put your request in writing to the Data Controller at office@annanschool.co.uk or write to Annan School, Lewes Road, Framfield, Uckfield, TN22 5RE.

CONTACT AND COMPLAINTS

If you have any comments or concerns about how we process your data please contact our Data Controller at office@annanschool.co.uk. If you are not satisfied with the outcome, or how we deal with your complaint, you can contact the Information Commissioner: www.ico.org.uk.

THIS NOTICE

The School will update this Website Privacy Notice from time to time. This version of the policy was reviewed and updated 9 October 2020.