

Lady Katherine Leveson
Church of England Primary School



Website Privacy Policy

Responsibility of: ICT Subject Leader

Evaluation: Every two years, in the Autumn Term

Lady Katherine Leveson Church of England Primary School
Policy for Website Privacy

Overview:

Executive Summary

Purpose:

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

Rationale:

It is good practice to ensure that safe and secure practices are established and maintained within the school's ICT infrastructure and by its users.

Key Principles

To ensure that all families have access to our website procedures, through this policy

Actions / Aims:

To make this policy available on the website, and draw users' attention to it

Monitoring and Evaluation:

This policy shall be reviewed every two years, by the ICT Subject Leader and Governors' HR Committee

Guidance for Parents/Carers:

(1) What information do we collect?

We may collect, store and use the following kinds of personal data:

Information about your visits to and use of this website;

Information about any transactions carried out between you and us on or in relation to this website

Information that you provide to us for the purpose of registering with us and/or subscribing to our website services and/or email notifications

(2) Information about website visits

We may collect information about your computer and your visits to this website such as your IP address, geographical location, browser type, referral source, length of visit and number of page views. We may use this information in the administration of this website, to improve the website's usability.

We use cookies on this website. A cookie is a text file sent by a web server to a web browser, and stored by the browser. The text file is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We may send a cookie which may be stored by your browser on your computer's hard drive. We may use the information we obtain from the cookie in

the administration of this website, to improve the website's usability. We may also use that information to recognise your computer when you visit our website, and to personalise our website for you. Most browsers allow you to refuse to accept cookies. (For example, in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector.) This will, however, have a negative impact upon the usability of many websites.

(3) Using your personal data

Personal data submitted to this website will be used for the purposes specified in this privacy policy or in relevant parts of the website. In addition to the uses identified elsewhere in this privacy policy, we may use your personal information to improve your browsing experience by personalising the website. We will not under any circumstances provide your personal information to any third parties for the purpose of direct marketing.

(4) Other disclosures

In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this privacy policy, we may disclose information about you:

- To the extent that we are required to do so by law;
- In connection with any legal proceedings or prospective legal proceedings;
- In order to establish, exercise or defend our legal rights;
- Except as provided in this privacy policy, we will not provide your information to third parties.

(5) Security of your personal data

We will take every reasonable precaution to prevent the loss, misuse or alteration of your personal information. Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

(6) Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

(7) Third party websites

The website contains links to other websites. We are not responsible for the privacy policies of third party websites.

(8) Our contact details

The full name of our School is Lady Katherine Leveson C of EPrimary School, and our address is Fen End Rd West, Temple Balsall, Knowle, Solihull, West Midlands, B93 0AN. You can contact us by sending an email to:

office@lady-k-levesons.solihull.sch.uk.

Date: 05.05.09

Policy Renewal: Autumn 2011

This disclaimer is based on a freely-available template created and distributed by www.website-law.co.uk.

Policy Appendix: Parent Website Permission Letter

This policy was agreed and approved by the Human Resources Committee on 12th January 2010.

