Website Privacy & Cookie Notice

1. About this notice

Brockswood Primary and Nursery School (the school) is committed to protecting the privacy and security of personal information.

This notice explains how the school processes personal information collected through or in connection with this website: **www.brockswood.herts.sch.uk**

Our wider data protection arrangements are set out in the school's **Data Protection Policy** and other relevant privacy notices. These documents explain how the school manages and protects personal information across its wider activities, including information relating to pupils, parents and carers, staff and other members of the school community.

Where a particular processing activity is covered by a separate school privacy notice, that notice provides the more specific information about how that personal information is used.

If you have any questions about how we process personal information, please contact our Data Protection Officer using the details provided in this notice.

2. Who is responsible for your information?

The school is the data controller for personal information collected through this website, unless this notice explains otherwise.

If you have any questions about how we use personal information, or about this notice, please contact our **Data Protection Officer** via the school office on **01442 404000** or at **admin@brockswood.herts.sch.uk**.

3. What information may we collect?

The information collected through our website depends on how you use it.

This may include:

3.1 Information you provide to us

For example, if you contact the school through the website or otherwise provide information to us, we may receive:

- your name;
- contact details, such as your email address or telephone number;
- the contents of your message or enquiry;
- information you choose to provide in connection with your enquiry; and
- any other information you voluntarily provide.

Please do not provide unnecessary confidential or sensitive personal information through a website form or ordinary email unless we specifically ask you to do so or provide an appropriate secure method.

3.2 Technical information

When you visit our website, technical information may be processed automatically. Depending on the website's configuration, this may include:

- IP address;
- browser type and version;
- device type;
- operating system;
- approximate location derived from an IP address;

- pages visited;
- date and time of visits;
- referring website;
- information about how the website is used; and
- technical information required to operate, secure and maintain the website.

Some of this information may be personal data under data protection legislation.

4. Why do we use personal information?

We may use personal information collected through the website to:

- operate and maintain the website;
- provide information about the school;
- respond to enquiries and requests;
- communicate with parents, carers, pupils, prospective families, staff, governors and other members of the school community;
- maintain the security and integrity of the website;
- identify and investigate technical problems;
- monitor and improve website performance and usability, where appropriate consent has been obtained;
- comply with legal and regulatory obligations;
- protect the school's rights, property and systems; and
- establish, exercise or defend legal claims where necessary.

We will only use personal information for purposes that are lawful, fair and transparent.

5. Our lawful bases for processing

The lawful basis we use depends on what information we are processing and why.

For website-related processing, the relevant lawful bases may include:

- **Legal obligation:** We may process personal information where this is necessary for us to comply with a legal obligation.
- **Public task:** As a school, we may process personal information where this is necessary for us to perform a task carried out in the public interest or in the exercise of official authority.
- **Legitimate interests:** We may process personal information where this is necessary for our legitimate interests, or those of a third party, provided that those interests are not overridden by the individual's rights and interests. For example, this may include maintaining website security, preventing misuse and ensuring the reliable operation of our online services. Where we rely on legitimate interests, we will consider and balance those interests against the interests and fundamental rights and freedoms of the individual.
- **Consent:** Where required by law, we will ask for consent before processing personal information. For example, we will seek consent before using non-essential cookies or similar storage and access technologies where consent is required. Consent can be withdrawn at any time.

6. Cookies and similar technologies

Our website uses cookies and similar technologies to provide essential website functionality, remember your cookie preferences and, where you choose to allow them, help us understand how visitors use the website.

NAME	PROVIDER	PURPOSE	TYPE	DURATION
ASPSESSIONID (session cookie)	Greenhouse School Websites / Brockswood Primary & Nursery School	Maintains the visitor's server session and enables core website functionality.	Necessary	Session – deleted when the browser is closed
CookieCheckConsent (cookie preference)	Greenhouse School Websites / Brockswood Primary & Nursery School	Records the visitor's cookie preference so that the cookie notice does not repeatedly appear.	Necessary	30 days
Google Analytics _ga cookie	Google Analytics	Distinguishes visitors and provides statistical information about how the website is used.	Analytics	1 year, 1 month, 4 days
Google Analytics _ga_* cookie	Google Analytics	Maintains session and visitor information for Google Analytics and helps measure website usage.	Analytics	1 year, 1 month, 4 days

When you first visit our website, you are given the option to **Accept** or **Decline** non-essential cookies.

If you select **Accept**, the relevant non-essential cookies may be enabled.

If you select **Decline**, non-essential cookies will not be enabled.

6.1 Essential cookies

Some cookies are necessary for the website to operate correctly. These may include cookies used to maintain website functionality and remember your cookie preference.

Where these cookies are strictly necessary for the website to operate, they do not require consent.

6.2 Analytics and other non-essential cookies

Where analytics or other non-essential cookies are used, they may help us understand how visitors use the website and enable us to improve the website.

These cookies will only be enabled if you select **Accept**.

The website may contain content or services provided by third parties. Where such services are used, they may set cookies or use similar technologies. The third-party services used on the website may change as the website is updated.

We only use the third-party services that are enabled on our website, and the technologies actually used may change as the website is updated.

6.3 Managing your cookie preference

You can choose **Accept** or **Decline** when the cookie notice is displayed.

You can change your cookie preference using the cookie settings available on the website.

Declining non-essential cookies will not prevent you from accessing the ordinary content of the website.

Simply browsing or continuing to use the website does not constitute consent to non-essential cookies.

7. Website hosting

The website is hosted and technically supported by **Greenhouse School Websites**.

Greenhouse School Websites may process technical information as necessary to provide website hosting, maintenance, security and related services.

Where Greenhouse processes personal data on our behalf, we will have appropriate contractual arrangements in place to require it to process personal data in accordance with our instructions and applicable data protection law.

8. Links to other websites

Our website contains links to websites operated by third parties.

These may include websites operated by government organisations, education providers, charities, clubs, suppliers and other organisations.

When you follow a link to another website, you leave the school's website.

We are not responsible for the privacy practices, content or security of third-party websites.

You should read the privacy and cookie information of any third-party website you visit.

9. How we use information submitted to us

If you contact us using information provided on the website, we will use the information you provide to deal with your enquiry or request.

We may need to share information with another organisation where this is necessary and lawful to deal with your enquiry.

We will not use information supplied through a website enquiry for unrelated purposes unless we have a lawful basis to do so.

Please be aware that ordinary email is not necessarily a secure method of transmitting sensitive information.

If you need to send sensitive information to the school, please contact the school office for advice about the appropriate secure method.

10. How long do we keep information?

We will keep personal information only for as long as necessary for the purposes for which it was collected and in accordance with our legal, regulatory and operational requirements.

Different types of information are retained for different periods.

For example:

- technical website information may be retained for a limited period for security and operational purposes;
- enquiry information may be retained for as long as necessary to deal with the enquiry and any resulting administrative requirements;
- records that form part of the school's official records may be retained in accordance with the school's records-management requirements.

Where specific statutory or regulatory retention requirements apply, these will determine how long information is kept.

We will securely delete or dispose of information when it is no longer required.

11. Security

We take appropriate technical and organisational measures to protect personal information against:

- unauthorised access;
- accidental loss;
- destruction;
- misuse;
- alteration; and

- unauthorised disclosure.

No website or internet transmission can be guaranteed to be completely secure.

If we become aware of a personal data breach, we will assess it and take the appropriate action required by data protection law.

12. Children's privacy

We recognise that children have data protection rights and are committed to providing clear and appropriate information about how personal information is used.

The school's wider privacy notices explain how we process children's personal information as part of our educational and statutory responsibilities.

Where appropriate, we will provide privacy information in a form that is accessible and understandable to children.

13. Your data protection rights

Depending on the circumstances, you have rights under data protection law concerning your personal information.

These include:

- the right to be informed about how we use your personal information;
- the right to request access to personal information we hold about you;
- the right to request correction of inaccurate or incomplete information;
- the right to request erasure of personal information in certain circumstances;
- the right to request restriction of processing in certain circumstances;
- the right to object to certain processing;
- the right to data portability in circumstances where this applies; and
- rights concerning automated decision-making and profiling where applicable.

These rights are not absolute and exceptions may apply.

For example, the right to erasure does not apply where we have a legal obligation or other lawful reason to retain or process information.

If you wish to exercise a data protection right, please contact our Data Protection Officer.

We may need to ask for information to confirm your identity before responding to a request.

14. Automated decision-making and profiling

We do not use the Brockswood website to make solely automated decisions about individuals that produce legal or similarly significant effects.

If this changes, we will update this notice and provide the information required by data protection law.

15. International transfers

Some third-party technology providers may process information outside the United Kingdom.

Where personal information is transferred outside the UK, we will ensure that the transfer is made in accordance with applicable UK data protection law and that appropriate safeguards are in place where required.

Where appropriate, further information about relevant safeguards can be obtained by contacting our Data Protection Officer.

16. Changes to this notice

We may update this Website Privacy & Cookie Notice from time to time.

We will review the notice at least annually and whenever there is a significant change to the way we process personal information.

17. Complaints

If you have a question or concern about how we use your personal information, please contact our Data Protection Officer in the first instance. We will investigate your concern and seek to resolve it.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK's independent supervisory authority for data protection.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: **0303 123 1113**

Website: www.ico.org.uk

You can find further information about making a complaint on the ICO's website.

18. Relationship with our other privacy notices

This Website Privacy & Cookie Notice should be read alongside the school's other privacy information.

The school's published privacy notices and Data Protection Policy are available through the school website or the school office.

Where a separate privacy notice applies to a particular processing activity, that notice provides further information about how personal information is processed for that activity.