



Windsor Academy Trust

How we use your Information
Privacy Notice for WAT Website Visitors

(Windsor High School and Sixth Form)

1. Introduction

- 1.1 This is the privacy notice relating to visitors to our websites of www.windsoracademytrust.org.uk and www.windsor.windsoracademytrust.org.uk. In this document, "we", "our", or "us" refer to Windsor Academy Trust. We are company number 07523436 registered in UK. Our registered office is at Windsor Business Centre, Trinity Point, Halesowen B63 3HY.
- 1.2 Windsor Academy Trust (WAT) is committed to preserving the privacy of all visitors to its websites. We will not collect personal data about you when you visit our websites unless you choose to provide that information using the "Contact Us" form. By using WAT sites, you consent to the collection and use of your information under the terms of this privacy statement in accordance with UK law, including that required by the EU General Data Protection Regulation (GDPR). Please read the following privacy statement to understand how we use and protect the information that you choose to provide to us.

2. Personal information which we collect from you

- 2.1 This is a notice to inform you about the information that we record about visitors to our websites and if any personal data is captured we will respect your privacy. It sets out the conditions under which we may process any information that we collect from you.
- 2.2 When you visit our websites you may wish to provide certain information about yourself, such as when you complete our "Contact Us" form. WAT does not collect any personal data about you directly on our websites, apart from the information which you volunteer to send us in the "Contact Us" form. WAT has developed separate privacy notices specifically for job applicants, staff, parents/carers and pupils/students that can also be viewed on WAT websites and these should also be referred to as appropriate.
- 2.3 We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our websites are entitled to know that their personal data will not be used for any purpose unintended by them, and will not accidentally fall into the hands of a third party.

3. Use of your information

- 3.1 Any information which you provide is not made available to any third parties and is only used by WAT in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the "Contact Us" form or to address any other feedback which you send us in the "Contact Us" form or for any reasonably incidental purpose.

4. Disclosure to Other Parties

- 4.1 We do not disclose, sell or distribute any personal information which you send to us to any third parties. Aggregate information on the usage of our sites may be passed to third parties, but this will not include information that can be used to identify you.
- 4.2 Your personal data may also be anonymised and used for statistical purposes. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

4.3 The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now, by requesting that you read the information provided at www.knowyourprivacyrights.org

4.4 WAT will ensure that any personal data collected is:

- collected for specific, explicit and legitimate purposes
- used for those legitimate purposes in a fair and transparent manner
- adequate and relevant to the use intended
- accurate and up to date
- kept only for as long as necessary for the use
- protected securely against misuse and against accidental loss, damage or destruction

5. The basis that we process your personal data

5.1 The law requires us to determine under which of six defined bases we process different categories of your personal information, and to notify you of the basis for each category. At least one of these must apply whenever we process your personal data:

- **Consent:** the individual has given clear consent to process their personal data for a specific purpose.
- **Contract:** the processing is necessary for a contract with the individual, or because they have asked us to take specific steps before entering into a contract.
- **Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations).
- **Vital interests:** the processing is necessary to protect someone's life.
- **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
- **Legitimate interests:** the processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

5.2 If a basis on which we process your personal information is no longer relevant then we shall immediately stop processing your data. If the basis changes then if required by law we shall notify you of the change and of any new basis under which we have determined that we can continue to process your information.

5.3 An IP address is a number that is assigned to your computer automatically when you use the internet. When you visit any web page in our website, our servers log your IP address. We may use your IP address to help diagnose problems with our server and to administer our website. Your IP address is also used to help identify you and to gather broad demographic information.

6. Cookies

- 6.1 A cookie is a small file sent to your browser from a Web server and stored on your computer's hard drive to identify you as the user of the website. Many internet sites use cookies. Typically they are used by the website to identify the person accessing the website to track the person's use of the site and any repeat visits made by that person.
- 6.2 By using our website, you agree that we can place these types of cookies on your device. Your browser will give you the option of preventing websites using cookies, or deleting cookies that have been accepted. Your browser's help service or help manual will show you how this is done. If you do not want your browser to accept cookies, you can "turn off" the cookie acceptance setting on your browser setting. However you must note that this may stop our website from working properly on your device. If you do not change your browser settings to refuse cookies, our website will issue cookies when you visit our website. If you continue to use our website, you agree and consent to our use of cookies on your device.

7. Retention

- 7.1 We do not retain your personal data for longer than it is necessary for us to comply with the purpose for which you gave it to us. Any personal data which you provide to us using this website will be used in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the "Contact Us" form or to address any other feedback which you send us in the "Contact Us" form) and after this purpose has been completed, we will delete your personal data in accordance with WAT's Information and Records Retention Policy.

8. Contacting Us

- 8.1 If you are concerned about how your personal data is processed by our website, please do not hesitate to bring these concerns to our attention WAT has a Data Protection Officer and for any data protection queries please contact Sally-Anne Chidwick on 0121 6027594 or alternatively email on gdpr@windsoracademytrust.org.uk. If you wish to complain about any of the content on our websites you should refer to the WAT Complaint's Policy.

9. Data may be processed outside the European Union

- Our websites are hosted in the UK.
 - The website provider may also use outsourced services in countries outside the European Union from time to time in other aspects of our business.
 - Accordingly data obtained within the UK or any other country could be processed outside the European Union.
- 9.1 The website provider uses the following safeguards with respect to data transferred outside the European Union:
- The processor is within the same corporate group as the website provider's business or organisation and abides by the same binding corporate rules regarding data processing.

- the data protection clauses in the website provider's contracts with data processors will also include transfer clauses written by or approved by a supervisory authority in the European Union specifically that in the country of the UK.
- The website provider complies with a code of conduct approved by a supervisory authority in the European Union specifically that in the country of the UK.
- The website provider are certified under an approved certification mechanism as provided for in the GDPR
- both organisation and the processor are public authorities between whom there is either a legally binding agreement or administrative arrangements approved by a supervisory authority in the European Union relating to protection of your information.

10. Encryption of data

- 10.1 The website provider uses Secure Sockets Layer (SSL) certificates to verify the identity to your browser and to encrypt any data you give us. Whenever information is transferred, you can check that it is done so using SSL by looking for a closed padlock symbol or other trust mark in your browser's URL bar or toolbar.