

## **Website Privacy Policy**

This policy sets out how St Mary Magdalene C of E School ("The School") will treat information we learn about you when you visit our website at [www.koinoniafederation.com](http://www.koinoniafederation.com) ("Website").

This policy (together with our Data Protection Policy) sets out the basis on which any personal data from visitors to our Website is collected.

Our Website uses cookies. By using our Website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.

For the purposes of the General Data Protection Regulation May 2018 ("GDPR"), the data controller is St Mary Magdalene C of E School, 1 Hendon Street, London, SE10 0NF. Our data protection registration number is Z6899862.

The School is not responsible for any loss or damage which may arise from your use of its website.

### **1) What information do we currently collect or will we collect in the future?**

The School may collect, store and use the following kinds of personal information about individuals who visit and use the Website:

(a) information about your computer and about your visits to and use of this Website including your computer's IP address, geographical location, browser type, referral source, length of visit, number of page views and navigation around our Website. However, such information is collected anonymously and NOT linked to information that identifies you as an individual.

b) Information relating to any transactions carried out between you and the School on or in relation to this Website, including information relating to any payments you may make for services (such as payments to attend events, or for school activities).

(c) Information that you provide to the School for the purpose of registering your child with us including contact details and other relevant information.

(d) Information that you provide to the School for the purpose of subscribing to our email notifications and newsletters including your email address.

(e) any other information that you choose to send to us, or which is provided by third parties, including in the context of your relationship with the School as a parent, teacher or pupil, as more fully set out in the Data Protection Policy.

### **2) What are cookies?**

Cookies are small text files that are downloaded onto a user's computer (or device) when they visit a particular website. Each time the user visits that website it checks to see if the relevant file is on the user's computer and uses the information to improve the user's experience.

For example:

- it recognises that the user has been to that website before and varies the content if applicable
- it remembers any preferences e.g. layout or colour schemes that the user set
- it remembers any log in details that the user entered so that the user does not need to log into every page
- it tracks which pages the user visits to try and keep content useful and interesting
- it remembers items a user has added to a shopping cart

The Website uses both "session" cookies and "persistent" cookies. We use session cookies to keep track of you whilst you navigate the Website. We use persistent cookies to enable our Website to recognise you when you visit and login to view secure content.

Any personal information sent to us via the website using forms, such as event attendance, contact detail updates, prospectus request details, survey responses etc., are stored by the School and not shared with any external parties.

Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

### **3) Using your personal information**

Personal information submitted to the School via this website will be used strictly in accordance with GDPR, for the purposes specified in this Privacy Policy, the school's Data Protection Policy or in relevant parts of the Website, and as otherwise permitted or required by law.

In particular, by using the Website and submitting your personal information to it you acknowledge and agree that we may use your personal information obtained via forms and/or cookies to:

- (a) administer the Website;
- (b) improve your browsing experience by personalising the Website and using cookies which remember your preferences;
- (c) enable your use of the services available on the Website;
- (d) send to you goods and or, supply to you services purchased via the Website;
- (e) collect payments from you;
- (f) provide third parties (such as marketing consultants) with statistical information about our users including information obtained via analytical cookies – but it will NOT be possible to identify any particular user by virtue of this statistical data;
- (g) deal with enquiries and complaints made by or about you relating to the Website.

### **4) Communication with you**

We may use your contact details to communicate with you for the purposes set out above, and to inform you of changes to our services

By submitting your personal information, you agree that we may also use your contact details to:

- (a) send you email notifications that you have specifically requested; and
- (b) send to you our newsletters and other communications relating to the business of the school which we think may be of interest to you by post or by email or similar technology, unless you have indicated that you would prefer not to receive these by informing the school office that you no longer wish to receive communications from us.

### **5) Disclosure**

The School may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors or other third parties insofar as reasonably necessary for the purposes set out in this privacy policy and the school's Data Protection Policy.

In addition, we may need to disclose your personal information:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any legal proceedings or prospective legal proceedings;
- (c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- (d) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information; and
- (e) as is otherwise reasonably necessary for the operation of the Website and the School.

### **6) Security of your personal information**

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide to us via the Website on our secure servers.

All electronic transactions containing credit card details you make to us through the Website will be encrypted.

However, data transmission over the internet is inherently insecure and the School cannot guarantee the security of data sent over the internet.

You are responsible for keeping your password and user details confidential if these are issued to you. We will not ask you for your password (except when you log in to the Website).

## **7) Your rights**

You may instruct us to provide you with any personal information we hold about you.

Any individual wishing to access their personal information should put their request in writing to the Headteacher.

The School will endeavour to respond to such written requests as soon as is reasonably practical and in any event, within the statutory time limits.

Provision of such information will be subject to the supply of appropriate evidence of your identity, and the School may charge an administration fee in accordance to Subject Access Requests as outlined in the Data Protection Policy.

We may withhold such personal information to the extent permitted by law.

## **8) Third Party websites**

The Website contains links to other websites, the School is not responsible for the privacy policies or practices of third party websites.

## **9) Policy amendments**

We keep our privacy policy under regular review, this policy was last updated on January 2019.

## **10) Updating information**

Please let us know if the personal information that we hold about you needs to be corrected or updated.

## **11) Contact**

If you have any questions about this privacy policy or our treatment of your personal information, please contact the school directly.