

Bishop Stopford: Website Privacy Notice

Introduction

Bishop Stopford School understand that you are aware of and care about your own personal privacy interests, and we take that seriously. This Privacy Notice tells you what to expect when you visit our website or make contact with us through the website It also sets out your privacy rights.

We recognise that information privacy is an ongoing responsibility, and so we will from time to time update this Privacy Notice as we undertake new personal data practices or adopt new privacy policies.

Data Protection Officer

Bishop Stopford School has appointed an external data protection officer for you to contact if you have any questions or concerns about the School's personal data policies or practices. If you would like to exercise your privacy rights, please direct your query to the data protection officer by emailing DPOService@schoolspeople.co.uk

The School's Data Protection Officer's name and contact information are as follows:

Dee Whitmore
The Schools People
44 Tyndall Court
Peterborough
Cambridgeshire
PE2 6LR
DPOService@Schoolspeople.co.uk

How we collect and use (process) your personal information

The School collects personal information about its staff, parents, students and other stakeholders and visitors who use our website.

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have made a complaint or enquiry to us.
- You have made an information request to us.
- You subscribe to our e-newsletter.
- You have applied for a job with us.

As is true of most other websites, the School's website uses Google Analytics to collect certain information automatically and store it in log files. The information may include internet protocol (IP) addresses, browser type, operating system, timestamp and a history of the pages

you view. We use this information to help us identify visitor preferences and to design our site to better suit our visitors' needs.

Cookies used on this website

The School makes available a Cookie Notice that describes the cookies used on this website and provides information on how users can accept or reject them. To view the notice, just [click here](#).

Security of your information

To help protect the privacy of data and personally identifiable information you transmit through use of our website, physical, technical, and administrative safeguards are maintained by the School and our website provider.

Access to your personal data is restricted to those staff members who need to know in order to respond to you or action your information request.

In addition, we train our staff about the importance of confidentiality and maintaining the privacy and security of your information.

Third party links

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy notices. When you leave our Website, we encourage you to read the privacy notice of every website you visit.

Data storage and retention

The School will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Sharing your personal data

The personal information the School collects from you is stored in one or more databases by our website provider and/or their third-part service providers. These third parties do not use or have access to your personal information for any purpose other than storage and retrieval.

The School will not share your personal data with any other third parties unless we are obliged to do so by law, or the disclosure is 'necessary' for purposes of national security, and/or criminal investigation, or we have your consent.

Data subject rights

The UK's General Data Protection Regulation and the Data Protection Act (2018) provide certain rights for data subjects. A good explanation of them is available on the website of the [Information Commissioner's Office](#).

If you wish to confirm that the School is processing your personal data, or to access any of your data subject rights, please contact our DPO by emailing DPOService@schoolspeople.co.uk

You have a right to correct (rectify) the record of your personal data maintained by the School if it is inaccurate.

You may request that the School erase that data or cease processing it, subject to certain exceptions.

You may also request that the School cease using your data for direct marketing purposes.

For questions or complaints concerning the processing of your personal data, please email the School's Data Protection Officer at DPOService@schoolspeople.co.uk

Alternatively, you have a right to lodge a complaint with the Information Commissioner's Office if you have concerns about how the School processes your personal data that we have not addressed to your satisfaction. Please follow this link to register your concern <https://ico.org.uk/make-a-complaint/>