

Reviewed: September 2024

Next Review Date: September 2025

Signed by:

Claire Jones Headteacher

Date: September 2024

Andy Oddy Chair of Governors

Date: September 2024

Euxton Primrose Hill School

Website Privacy Policy



GENERAL STATEMENT

This policy sets out how Primrose Hill Primary School ("Primrose Hill") will treat information we learn about you when you visit our Website at primrosehillschool.org.uk ("Website").

This policy (together with our [Data Protection Policy](#) and our [Website Terms and Conditions](#)) set 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 (see Section 2 for further information about cookies and how we use them).

For the purposes of the Data Protection Act 1998 ("the Act"), the data controller is Euxton Primrose Hill Primary School, Primrose Hill Road, Euxton, Chorley, Lancashire, PR7 6BA. Our data protection registration number is Z836800X.

WHAT INFORMATION DO WE COLLECT?

Primrose Hill 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 Primrose Hill on or in relation to this Website, including information relating to any payments you make for services (such as payments to attend social events, theatre events or sporting activities). Credit card data is gathered using SSL encryption technology and automatically deleted after 90 days.
- c. Information that you provide to Primrose Hill for the purpose of registering your child with us including contact details and other relevant information.
- d. Information that you provide to Primrose Hill for the purpose of subscribing to our email notifications and newsletters including your email address.
- e. Any other information that you choose to send us, or which is provided by third parties, including in the context of your relationship with Primrose Hill as a parent, teacher or pupil, as more fully set out in the [Data Protection Policy](#).

COOKIES

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests to display a page from the server. This enables the web server to identify and track the web browser. Such information is collected anonymously and **NOT** linked to information that identifies you as an individual.

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.

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.

We use a number of systems to analyse the use of the Website. These systems generate statistical and other information about Website use by means of cookies, which are stored on users' computers. The information generated relating to the Website is used to create reports about the use of the Website.

Browsers will generally by default accept cookies, but most will allow you to change the browser settings to reject some or all cookies. If you choose not to receive the Website cookies, your experience with our Website may well not be as quick or responsive as if you do receive cookies, and some parts of the Website may not work at all.

USING YOUR PERSONAL INFORMATION

Personal information submitted to Primrose Hill via this Website will be used strictly in accordance with the Act, for the purposes specified in this Privacy Policy, the school's Data Protection Policy 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 to:

- a. Administer the Website;
- b. Improve your browsing experience by personalising the Website;
- c. Enable your use of the services available on the Website;
- d. Send to you goods purchased via the Website, and 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 - 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.

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 in accordance with term 13 of our Website Terms and Conditions.

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 (i) by taking advantage of any automatic opt-out facility in any email we send you; (ii) by means which may be provided on the Website; or (iii) by informing optout@primrosehillschool.org.uk that you no longer wish to receive communications from us.

DISCLOSURES

Primrose Hill 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 purpose 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 Primrose Hill.

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 Data Protection Controller (DPC).

Primrose Hill will endeavour to respond to such written requests as soon as is reasonably practical, within the statutory time limits. Provision of such information will be subject to the supply of appropriate evidence of your identity, and Primrose Hill may charge an administration fee for providing this information.

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

THIRD PARTY WEBSITES

The Website contains links to other Websites. Primrose Hill is not responsible for the privacy policies or practices of third party Websites.

UPDATING INFORMATION

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

CONTACT

If you have any questions about this privacy policy or our treatment of your personal information, please contact us via email at bursar@primrosehill-euxton.lancs.sch.uk or by post to: The Data Protection Controller, Euxton Primrose Hill Primary School, Primrose Hill Road, Euxton, Chorley, Lancashire, PR7 6BA.