HOLLINGWORTH LEARNING TRUST
WEBSITE PRIVACY POLICY

Reviewed:	Spring 2026
Version:	4.1
Next Review:	**Live Document:** To be updated as and when new advice and guidance is received regarding Data (Use and Access) Act 2025, UK GDPR and Freedom of Information.
Approved By:	**To be reviewed by Trustees every 12 months**

VERSION INFORMATION

Version	Reason for Update	Author	Date	Approved By:
1	Original Policy	S Collinge S Pearson	Spring 2020	Headteacher
2	Updated Policy	J Ward	Spring 2023	Trustees
3	Review & Update	S Collinge	Spring 2024	Trustees
4	Reviewed – no changes	S Collinge	Spring 2025	Trustees
4.1	Reviewed & Update	S Collinge	Spring 2026	Trustees

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Privacy Statement
This document sets out how Hollingworth Learning Trust ("the Trust") will treat information we learn about you when you visit our websites.

This document, 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 uses of cookies in accordance with the terms of this policy. See the section "Cookies" of this documents for further information about cookies and how we use them.

Hollingworth Learning Trust is not responsible for any loss or damage which may arise from your use of any Hollingworth Learning Trust Website.

What information do we collect or may collect in the future

Hollingworth Learning Trust may collect, store, and use the following personal information about individuals who visit and use the Trust website:

Information about your computer, including:
- IP Address
- Geographical Location
- Browser Type
- Referral Source
- Length of visit
- Number of page views
- Navigation

This information is collected anonymously and not linked to information that identifies you as an individual.
The information is stored on Google Analytics and web servers at Schudio.

Information that you provide to the Trust for the purpose of contacting the Trust, including contact details and other relevant information.

Cookies

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.

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

How do I find out more?

Further information about cookies in general and how to control them on your computer can be found here:

http://www.aboutcookies.org
http://www.allaboutcookies.org
http://www.bbc.co.uk/webwise/guides/about-cookies

Using your Personal Information
Personal information submitted to Hollingworth Learning Trust via the website will be used strictly in accordance with the Data Protection Act, for the purposes specified in this Privacy Policy, the Trust's Data Protection Policy or in relevant parts of the trust website, and as otherwise permitted or required by law.

In particular, by using the Hollingworth Learning Trust 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 Trust's websites
b) improve your browsing experience by personalising the Trust websites and using cookies which remember your preferences
c) enable your use of the services available on the Trust websites
d) deal with enquiries and complaints you have made relating to the Trust websites.

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, we will not send you emails which you have not requested or add your information to mailing lists or advertising without your explicit permission.

Disclosures

Hollingworth Learning Trust may disclose information about you to any of our employees, or other third parties, insofar as reasonably necessary for the purposes set out in this privacy policy and the Trust'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
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 Hollingworth Learning Trust.

Security of your Personal Information
Hollingworth Learning Trust will take reasonable technical and organisational precautions to prevent the loss, misuse, or alteration of your personal information.

The Trust will store all the personal information you provide us via the trust website on our secure servers.

Policy Amendments
Hollingworth Learning Trust may update this privacy policy from time to time by posting an updated version on the website. Where appropriate, we will notify parents/carers/staff of a change via email.

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 Trust's Data Protection Officer.

Hollingworth Learning Trust 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.
We may withhold such personal information to the extent permitted by law.
Please refer to the Trusts Data Protection Policy for more information.

Updating Your Information
Please contact the Trust if the personal information that we hold about you needs to be corrected or updated.

Complaints
We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/make-a-complaint/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Please note that under the Data (Use and Access) Act 2025, the ICO may typically expect you to have raised your concern with us and given us an opportunity to respond before they will investigate a complaint.

Contact Us
If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Ms Susan Collinge, dpo@hltrust.co.uk
- In writing to the Trust at:
  Suite 1, Floor 1
  Hafley Court
  Buckley Road
  Rochdale
  OL12 9DJ

(Due to term time staffing, please be aware that any contact, emails, or requests sent to the Trust during a school holiday may be delayed until the beginning of the next Trust term).

Please contact the Trust if the personal information that we hold about you needs to be corrected or updated.