



# Rye Academies Policy

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Policy Title:	Cookies
Leadership Responsibility:	Communications Officer
Review Body:	Executive Headteacher
Date:	October 2021
Review:	October 2022

## Context

To make our websites work properly ([www.ryeprimary.co.uk](http://www.ryeprimary.co.uk) / [www.ryecollege.co.uk](http://www.ryecollege.co.uk)), we sometimes place small data files called cookies on your device. Most big websites do this too.

## What are cookies?

A cookie is a small text file that a website saves on your computer or mobile device when you visit the site. It enables the website to remember your actions and preferences (such as login, language, font size and other display preferences) over a period of time, so you don't have to keep re-entering them whenever you come back to the site or browse from one page to another.

## How do we use cookies?

We use the following cookies:

Necessary cookies - These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website or make use of online booking forms.

- Google Analytics - a web analytics service provided by Google. These cookies allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works and is structured. Google Analytics allows us to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website through Google Analytics.
- Functionality cookies - These are used to recognise you when you return to our website. This enables us to personalise our content for you and remember your preferences.
- Third-party cookies - (for example, Twitter and YouTube). Some third-party software utilises its own cookies over which we have little or no control. You can find out about their use of cookies by visiting the third party's website.

Enabling some of these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that some features of this site may not work as intended.



The cookie-related information is not used to identify you personally. These cookies are not used for any purpose other than those described here.

### **How to control cookies**

You can control and/or delete cookies as you wish – for details, see [aboutcookies.org](http://aboutcookies.org). You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some services and functionalities may not work.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

### **Monitoring and review**

This policy is reviewed every year with reference to our website provider.

*January 2021 BBL*

*October 2021 BBL*

#### **DATA PROTECTION**

*Rye College and Community Primary School [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.*

*All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.*