



Achieving excellence together

Privacy Notice – Websites

*This privacy notice has been written to inform you about how Great Heights Academy Trust processes your personal data when you visit our websites. **This notice only applies to how the Trust uses your data when you visit our websites. For more information about how the Trust uses personal data in other circumstances please see our other privacy notices.***

Who are we?

Great Heights Academy Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed The DP Advice Service Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Their contact details are:

The DP Advice Service Ltd
 The Elsie Whiteley Innovation Centre
 Hopwood Lane
 Halifax HX1 5ER
 Co. No. 11203202
<http://www.thedpadviceservice.co.uk/>
<mailto:info@thedpadviceservice.co.uk>



Personal data we process

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed:

Purpose	Data (Key elements)	Basis
Website Functionality	Website activity collected through cookies.	Legitimate interests - it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect, such as the use of Google Analytics

How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

- Reply to enquiries you send to us.
- Handle any transactions that you initiate

When we share your data

We will not normally share any information we hold about you with others without your prior consent, unless one of the following exceptions apply. We will only pass your data to third parties in the following circumstances:

- You have provided your explicit consent for us to pass data to a named third party.
- We are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third-party data processors; or

- We are required by law to share your data.
- In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

How long we keep your data

We will retain your information for as long as you are registered with us. You may request at any time for your information to be removed from our database or to change the way you are contacted (See the Rights you have to your data section below). Even if your information is removed from our database, some personal information will continue to be archived in line with HRMC or other legal regulations, or to continue providing you with a service you are currently using.

How long do we keep your personal data for?

Great Heights Trust will keep your data in line with our Information Policy. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Rights you have over your data

As an individual, you have control over what information we hold about you, how it is used and whether you are happy for us to keep it. General Data Protection Regulation (GDPR) states that you have a range of rights over your data, which includes the following:

- The right to be informed – to know what information we collect about you and why. This Privacy Policy is in response to this right.
- The right of access – to see what information we hold about you and to verify the lawfulness of our processing of your data.
- The right to rectification – to rectify the information we hold if it is incomplete or inaccurate.
- The right to erasure – “to be forgotten”; to have your information removed.
- The right to restrict processing – to change the way in which we use your data.
- The right to data portability – to obtain your information in order to transfer it to another service or organisation.
- The right to object; and – to object to the way in which we are using your data.
- The right not to be subjected to automatic decision-making including profiling – to have your information removed from any databases subject to automatic decision-making processes.

To exercise any of your rights regarding your personal information, please contact **The DP Advice Service Ltd**: info@thedpadviceservice.co.uk

Cookies and usage tracking

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, e.g. remembering your preferences, recording what you have put in your shopping basket and counting the number of people looking at a website.

Where cookies are used to collect personal data, we list these purposes in section 1 above, along with other personal data that we collect. However, we also use some cookies that do not collect personal information but that help us collect anonymous information about how people use our website. We use Google Analytics for this purpose. Google Analytics generates statistical and other information about website usage by means of cookies, which are stored on users' computers and devices. The information collected by Google Analytics about usage of our website is not personally identifiable. The data is collected anonymously, stored by Google and used by us to create reports about website usage. Google's privacy policy is available at <https://policies.google.com/privacy>

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- You may print or download to a local hard disk extracts for your personal use and non-commercial use only.
- You may copy the content to individual third parties for their personal use, but only if you acknowledge the website as the source of the material.

You may not, except with our express written permission, distribute or commercially exploit the content. Nor may you transmit it or store it in any other websites or form of electronic retrieval system.

Websites Disclaimer

The information contained in this website is for general information purposes only. The information is provided by Great Heights Academy Trust and while we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services or related graphics contained on the website for any purposes. Any reliance you place on such information is therefore strictly at your own risk.

In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

Through this website you are able to link to other websites which are not under the control of Great Heights Academy Trust. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

Every effort is made to keep the website up and running smoothly. However, Great Heights Academy Trust takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

Security Certificate

All transactions on Great Heights Trust websites are carried out over an SSL Encrypted secure connection. We do this using industry standard technology. The padlock symbol, next to the URL in your browser window confirms this level of encryption.

Modifications

We may modify this Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we will notify people whose personal data we hold is affected.

Who to contact if you have concerns over how your personal data is being handled

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.org.uk // 0303 123 1113