

## Terms of Use

Thank you for visiting our website [www.conifers.dorset.sch.uk](http://www.conifers.dorset.sch.uk) (the **Site**). If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use.

- The content of the pages of this website is for your general information and use only. It is subject to change without notice.
- This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
- From time to time this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website. We have no responsibility for the content of the linked website(s). Please refer to the Terms of Use and Privacy Policies of those sites.
- Your use of this website and any dispute arising out of such use of the website is subject to the laws of England and Wales.

## Conifers Primary School Website Privacy Policy

Data Protection in the UK and EU is governed by the General Data Protection Regulation (**GDPR**).

This **Policy** sets out the basis on which any personal data provided to us by you as a user of our site, or received by us from third parties, will be used by us. Please read this **Policy** carefully and ensure that you understand our rights and responsibilities under it.

Importantly, this **Policy** does not apply to our staff, or to students, pupils or parents. We have provided or will provide information to those individuals separately to explain how we handle and use their personal information.

**We** are Conifers Primary School situated at Radipole Lane, Weymouth, Dorset DT4 0QF.

**We** are the data controller of personal data provided to us and are registered as a data controller with the ICO under registration number **Z9682351**

You can contact our Data Protection Officer, who is responsible for addressing data protection matters, including any questions you may have in relation to this **Policy** at Conifers Primary School, Radipole Lane, Weymouth, Dorset DT4 0QF.

### What type of information do we collect?

We may receive, collect and store information you enter on our website or provide us in any other way. In addition, we may collect computer and connection information including the Internet Protocol (**IP**) address used to connect your computer to the Internet. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. If you contact us we may also collect personally identifiable information including name, email, comments, feedback, reviews and recommendations.

## Personal data we obtain from others

Your personal data may be provided to us by someone other than you: for example, by an organisation with whom you and we are both dealing. Normally this data will be communications data or account data and will be processed by us for the specific purposes originally intended.

We may also process any of this data:

- (a) for the purposes of record-keeping and back-up and restoration of our systems
- (b) as required by law or in connection with legal claims

If you use our link to the Tucasi School Dinners service, your payment details (including credit card information) may be recorded by that website and / or by Worldpay. Please read the Tucasi Privacy Policy at:

<http://www.tucasi.com/privacy>

and Worldpay Privacy Policy at:

<https://www.worldpay.com/uk/privacy-policy>

## How do we collect information?

When you contact us through our website, as part of the process, we may collect personal information you give us such as your name, address and email address. Your personal information will be used for the specific reasons stated above only. We don't share your data with third party advertisers.

## Why do we collect such personal information?

- To provide and operate our **Services**
- To provide our **Users** with on-going information, assistance and support
- To be able to contact our **Visitors** and **Users** with general or personalized service-related notices and promotional messages
- To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our partners may use to provide and improve our respective services
- To comply with any applicable laws and regulations
- To improve our **Site**, conduct our operations, keep appropriate records and meet our legal obligations.

## How do we store, use, share and disclose our site visitors' personal information?

We store data in our systems for specified periods for our limited purposes. We don't share your data with third party advertisers. Our website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to inform you of our services to you. Your data may be stored through Wix.com's data storage, databases and general Wix.com applications. They store your data on secure servers behind a firewall.

## Our legal basis of processing

We will process personal data on the following lawful bases identified in Article 6 GDPR for the performance of a contract with you, or to take steps at your request prior to entering into a contract with you (Article 6(1)(b) GDPR). This may be our basis for processing communications data, account data, transaction data or visitor data for our legitimate interests (Article 6(1)(f) GDPR).

This may be our basis for processing:

- i) correspondence, account and visitor data as we have an interest in properly administering our business and communications, and in developing our relationships with interested parties
- ii) transaction data as we have an interest in making and receiving payments promptly and in recovering debts
- iii) any personal data identified in this **Policy**, where necessary, in connection with legal claims as we have an interest in being able to conduct and defend legal claims to preserve our rights
- iv) any personal data identified in this **Policy** in connection with backups of any element of our IT systems or databases containing that personal data as we have an interest in ensuring the resilience of our IT systems and the integrity and recoverability of our data

In performing our public functions (Article 6(1)(e)). This may be our basis for processing any of the personal data identified above if we do so in connection with carrying out specific tasks in the public interest, for example, in our teaching or governance activities. If we process personal data in carrying out activities unrelated to our public functions then we do so on one of the bases set out above.

## How do we use cookies and other tracking tools?

Cookies are small pieces of data stored on a site visitor's browser, usually used to keep track of their movements and actions on a site. In accordance with the **GDPR**, we must inform you that cookies are used on our site. Our website is hosted on the **Wix.com** platform. **Wix.com** uses cookies to help collect information. Cookies are implemented in every site built by **Wix**.

The table below shows the cookies **Wix** implements on their sites:

Cookie name	Life span	Purpose
svSession	Permanent	Creates activities and BI
hs	Session	Security
incap_ses_\${Proxy-ID}_\${Site-ID}	Session	Security
incap_visid_\${Proxy-ID}_\${Site-ID}	Session	Security
nlbi_{ID}	Persistent cookie	Security
XSRF-TOKEN	Persistent cookie	Security
smSession	Two weeks	Identify logged in site members

**The site** also uses **Google Analytics** to collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page in order to improve website and visitor experience. Some cookies are necessary for the website to operate in the way intended and if these are blocked this may affect its functionality. For further information on **Google Analytics** including their **Privacy Policy** please click on the following link:

<https://support.google.com/analytics/answer/6004245?hl=en>

### How do we communicate with you?

If you contact us through our website, we may contact you via email, telephone, text messages, and postal mail or other means using the details you have provided.

### Modification of this Privacy Policy

We reserve the right to modify this privacy policy at any time. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

### Your legal rights under GDPR

We have summarized below the rights that you have under data protection law. You can read guidance from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk) for more information. You have:

- (a) **the right to access:** if requested, we must confirm what personal data of yours we process, and must provide you with access to that data and further information about our processing
- (b) **the right to rectification:** if requested, we must correct or complete any inaccurate or incomplete personal data of yours
- (c) **the right to erasure:** you can request that we erase your personal data in limited circumstances, for instance, if we use it for marketing or no longer need it for our other purposes. This is not an absolute right and we may be entitled to retain your data where necessary, for example, to comply with law

- (d) **the right to restrict processing:** you can request that we restrict the processing of your personal data in limited circumstances. Where processing has been restricted, we may continue to store your personal data and will observe the restrictions on processing except in the case of processing permitted by applicable law, for example, in connection with legal claims or for reasons of public interest
- (e) **the right to object to processing:** you can object to our processing of your personal data on the basis of our legitimate interests. We may be entitled to continue processing in certain circumstances, for example, if we have compelling grounds to do so or to comply with law
- (f) **the right to data portability:** you have a right to receive your data from us in an easily-portable format in limited circumstances if we process that data on the basis of a contract with you and by automated means. (This is unlikely to apply in most circumstances)
- (g) **the right to complain:** if you believe we are in breach of applicable law, you can complain to the Information Commissioner's Office. For more information, see <https://ico.org.uk/concerns/>

You may exercise any of your rights in relation to your personal data by written notice to us.

### **How can you withdraw your consent?**

If you would like to access, correct, amend or delete any personal information we have about you, or have any questions about our policy, you are invited to contact us at:

[office@conifers.dorset.sch.uk](mailto:office@conifers.dorset.sch.uk)

or send us mail to:

Conifers Primary School, Radipole Lane, Weymouth, Dorset DT4 0QF