

## PRIVACY POLICY FOR WEBSITE

This policy explains how Woodbridge School collects and uses information via its website. Please click on the following links for more information on how the Schools use information about students and parents.

[Information on how the School uses parents' information](#)

[Information on how the School uses students' information](#)

[Information on how the School uses staff information](#)

**Contact email addresses:**

[office@woodbridgeschool.org.uk](mailto:office@woodbridgeschool.org.uk)

[PREPOFFICE@WOODBRIDGESCHOOL.ORG.UK](mailto:PREPOFFICE@WOODBRIDGESCHOOL.ORG.UK)

### **1. Introduction**

(a) Woodbridge School (The School) is part of The Seckford Foundation, established by Thomas Seckford in the 16th century. Four centuries later, it continues to honour and engage in its founding articles of providing exceptional education and care for the young and elderly within the town of Woodbridge and surrounding areas

(b) The School educates some 850 pupils aged from 4-11 at the Prep and Pre-Prep to pupils aged 11- 18 at Woodbridge School. The School has an outstanding academic reputation.

(c) The Seckford Foundation IS A CHARITABLE COMPANY LIMITED BY GUARANTEE (NUMBER 1110964) .

(d) 'The School/'we'/'us', for the purposes of this Privacy Policy, means both the registered charity and the schools referred to above.

(e) The Site is a UK-based website and we take reasonable care to comply with the requirements of the UK Data Protection Act 1998 ('**the Act**') relating to the personal information you supply on the Site.

(f) For the purposes of the Act, the data controller is the Seckford Foundation and it is registered as a data controller with the Information Commissioner for the United Kingdom.

### **2. Your Personal Data**

(a) From time to time we may ask you to supply personal data on the Site. Personal data is any information that enables us to identify you in some way, such as your name and an email address ('**Information**').

(b) If you supply us with any Information, we will ensure that your personal data is only used for the purpose for which it was requested and is held securely.

### **3. How we will use your Information**

#### **(a) Cookies**

The Site uses cookies for analytical purposes as these will help us make improvements for the future. You may refuse to accept cookies by clicking "switch off cookies" at the bottom of any page on the Site, but if you do so parts of the Site may not work correctly. Information about your computer, such as your IP address, operating system and browser type, may also be used to examine usage trends, but this will not allow for any personal identification.

#### **(b) Questionnaires, surveys, competitions or other similar activities**

From time to time may ask you to complete questionnaires or surveys on the Site or invite you to participate in competitions and other similar activities. The personal data collected by us during the course of any such activity will only be used for the purpose stated on the Site in connection with that activity. You may also be given the opportunity to add your address details to our databases so we can contact you in the future. We will only use this information to contact you if you expressly give us permission to do so.

#### **(c) Mailing Lists and Newsletters**

We may offer you the opportunity to sign up to a mailing list and/or newsletter, but if you subsequently change your mind, you may opt out by notifying us at our Contact email address above.

#### **(d) Requests for information**

If you make a request for further information using the contact details given on the Site, the data will only be retained on our web servers as long as is reasonable. Please contact the school for more detailed information.

#### **(e) Other communications**

We may use your Information to notify you by email about important functionality changes and alterations to the Site, but if you do not wish to receive any such communications, please notify us using our Contact email address.

### **4. Updating your Information**

If any of your Information changes, please notify us at the above Contact email address.

### **5. Links to Third Parties' Sites**

We may provide links to other websites. Before supplying any personal information to any other website, we recommend that you check that website's Privacy Policy. We do not accept responsibility for the protection of any data supplied to other sites.

### **6. Who we may share your Information with**

We will not sell, distribute or disclose your Information without your consent, unless required or permitted to do so by law.

## **7. Internet**

The Site uses a security system that protects your Information from unauthorised use. However, as no data transmissions over the Internet can be guaranteed to be 100% secure, we cannot take responsibility for any unauthorised access or loss of personal information that is beyond our control.

## **8. Changes to Privacy Policy**

Our Privacy Policy may change from time to time. In this case, the amended version will be published on the Site.

## **9. Social media platforms**

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. This website nor its owners will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

Shortened links in relation to social media

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default some social media platforms shorten lengthy urls.

Users are advised to take caution and good judgement before clicking any shortened urls published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine urls are published many social media platforms are prone to spam and hacking and therefore this website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links.

## **10. Resources and further information**

- Data Protection Act 1998
- Privacy and Electronic Communications Regulations 2003
- Privacy and Electronic Communications Regulations 2003 – The Guide
- Twitter Privacy Policy
- Google Privacy Policy