EBOR ACADEMY TRUST

Privacy Notice 19i - Website Cookies

Monitoring and Review of this Document:

The Trust shall be responsible for reviewing this document from time to time to ensure that it meets legal requirements and reflects best practice.

Ebor Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, Registered Company Number 08806335, whose registered office is at Ebor Academy Trust, Ebor Business and Training Centre, The Leyes, Osbaldwick, York, YO10 3PR.

Ebor Academy Trust: One School, Many Sites

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1. INTRODUCTION

This privacy notice has been written to inform you about how Ebor Academy Trust processes your personal data when you visit our website, and in particular our use of cookies and web analytics.

2. WHO ARE WE?

Ebor Academy Trust (The Trust) is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The school has appointed Wendy Harrington as its Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact the DPO on DPO@ebor.academy.

3. WEB ANALYTICS

Web analytics is the collection and analysis of the data generated when people visit and use a website. This helps the website owner know such things as the number of visitors to various parts of the website, the time they spend on the website and if they return to the website. Various tools are used to produce web analytics, such as Google Analytics, which uses a set of cookies to collect data.

Some of our websites use Google Analytics to monitor visitor numbers and analyse general usage patterns at various times of the year. This data helps us improve our online services. However, not all sites in our network use Google Analytics, so the extent of monitoring may vary across our websites. More detailed information is available in the cookie information on individual sites.

4. WHAT ARE COOKIES?

A cookie is a small file of text that may be saved on the memory or storage of your electronic device (computer, phone, or tablet etc) when you visit a website. Cookies are used to improve the way the website works and can be used to remember the information you've provided so that you don't have to re-enter it whenever you visit a new page.

Two types of cookies are typically used:

Session cookies – these are temporary and are removed when you close your browser or leave a website. These are used to remember visitors as they move from page to page on a website and are typically used to store your basket when using online shopping.

Persistent cookies – these remain on your device for much longer, even after you close the browser or restart the device. They remain until you remove them or they expire, which can be up to 12 months. They are typically used to store information such as your name, language preferences or login information.

We use third-party widgets (standalone application that is inserted into the website i.e., a newsfeed or banner) on the site, such as X, Facebook and YouTube. These widgets may set their own cookies, and they also may use cookies that we have no control over.

5. WHAT DO WE USE COOKIES FOR?

We use cookies so that:

- We can distinguish you from other users of our website and provide a good experience.
- We can remember the information you've provided us with while on our website, so you don't have to keep re-entering the information whenever you visit a new page.
- We can look at how you use our website so that we can improve it for other users.

We do not use cookies to:

- Monitor your usage of other websites (privacy intrusive cookies).
- Collect any personal information about you (without your express permission).
- Collect any sensitive information.
- Pass data to any advertising networks.
- Pass personal data to third parties.

6. CONSENT FOR COOKIES

When you first visit our website using a new browser we will provide you with a cookies permission banner, seeking your consent to the use of certain cookies.

Not all cookies require consent. Those which are required for the operation of the website, known as 'strictly necessary' cookies do not require consent. Without these cookies the website cannot work as designed.

Other types of cookies do require consent. These include:

- Functionality cookies, which are used to improve the usability of the website; Analytical or performance cookies, which are used to help us improve the website; and
- Advertising or marketing cookies, which are used to target advertising on a website.

You can change your cookie preferences at any time through our cookie banner, but please be aware that opting out of cookies may affect your user experience on our website.

7. WHAT IS OUR LAWFUL BASIS FOR PROCESSING YOUR INFORMATION?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(a) – consent
- Article 6(1)(e) – Public task
- Article 6(1)(f) – legitimate interest

We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

8. COPYRIGHT

All information on this website, including but not limited to graphics, design, text, and images, is subject to the copyright of the school or a third party that has given permission for the school to use the material. The school grants permissions to electronically copy, print to hard copy, or transfer such material, so long as it is for school business only.

9. DISCLAIMER AND EXTERNAL LINKS

The school makes every effort to ensure the content on this website is correct and factual. The school accepts no liability for any inconvenience or loss caused by reliance on any information contained on this website.

The school makes every effort to ensure links to external websites are secure. The school accepts no liability for the privacy practices of those external websites.

10. WHAT RIGHTS DO YOU HAVE OVER YOUR DATA?

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

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 using the details provided above.

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113 or via their live chat. Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form on Contact us | ICO.

11. CHANGES TO THIS NOTICE

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

12. 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.

To make a complaint, please contact our Data Protection Officer.

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

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

You may also wish to refer to our Whistleblowing Policy, copies of this can also be found on the Trust's website.

13. 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 (DPO):

- DPO@ebor.academy

The DPO role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. If you feel your school's data procedures are not fully compliant in any way, please contact the DPO to discuss the matter.

14. PRIVACY POLICY CHANGES

Although most changes are likely to be minor, Ebor Academy Trust may change its Privacy Policy from time to time, and at Ebor Academy Trust's sole discretion.

16. EBOR ACADEMY TRUST

Ebor Academy Trust is the data controller for your school.

Ebor Academy Trust can be contacted at:

Ebor Academy Trust, Ebor Business and Training Centre, The Leyes, Osbaldwick, York, YO10 3PR

Tel: 0113 2878900