



St Saviour's
Community Primary School

Believe, Achieve and Succeed

WEBSITE PRIVACY POLICY

This Website Privacy Policy explains how our school, St. Saviour's Community Primary, uses and protects any information you give to us whilst using this website. It is important to our school that your personal information is secure and protected so that if you are asked for this information on the website you will be reassured it can only be used in accordance of our Website Privacy Policy.

What Information Do We Collect?

We may collect the following information from our website contact form;

- Your name
- Your email address
- Your phone number
- Your enquiry

We also use cookies on our site to improve our customers experience and to use Google Analytics. By using these we may also collect the following information:

- Demographic information
- IP address
- Your location
- Device information

We use Google Analytics to monitor and analyse the use of our website. This helps us to monitor web page traffic. We will use this information for this purpose only and this will be stored on Google's servers. You can view Google's Privacy Policy here: www.google.com/policies/privacy

What We Do with the Information We Collect

The information we request via our contact form will be used to provide you with a better service regarding your enquiry.

We will not sell or share your information. Your information will be stored on our online email system, Microsoft Office 365, you can view their privacy policy here: <https://privacy.microsoft.com/en-us>

Your information will be used to resolve your online enquiry. Once resolved, the information that you will have provided via the online contact form will be deleted.

Holding the Information

Information submitted by an enquiry form will be deleted once your enquiry has been resolved. It will not be retained for any purpose.

Your Rights

- You have the right to request access to the information we hold on you.
- You have the right to request correction of any details we hold on you.
- You have the 'Right to Be Forgotten' and to request for us to erase all data we hold on you.

Links to Other Websites

Our website may include links to other websites. If you choose to click such links and leave our website, we do not have control on how the other website uses your data and you are no longer covered by this Privacy Policy meaning we are not responsible for any information you submit on an external website.

Questions or Concerns

If you have any questions regarding this Privacy Policy or our use of cookies please contact our school office (01706) 877900.

If you believe any of the information we hold on you is incorrect, please contact us as soon as possible so we can correct any information promptly.

Deanne Marsh
30th April 2018