



## **SIR ROBERT PATTINSON ACADEMY**

### **Website Privacy Policy**

**Version date 17-03-2021**

This policy sets out the basis on which we process any personal data we collect from you or that you provide to us, either through our website or otherwise communicating with us.

#### **Sir Robert Pattinson Academy will never sell your personal data to anyone.**

Sir Robert Pattinson Academy is the operator of [www.srpa.co.uk](http://www.srpa.co.uk) and is the data controller. Sir Robert Pattinson Academy is a secondary school on the northeast side of Moor Lane in North Hykeham, Lincolnshire, England.

Sir Robert Pattinson Academy take the security of personal data extremely seriously and we are committed to protecting and preserving the privacy of individuals who visit our website or otherwise communicate with us. We never sell personal data and we carry out all processing in strict compliance with the EU General Data Protection Regulation (“GDPR”).

Personal data (“data”) means any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

#### **What personal data do we process and for what purpose?**

##### **Submitted data**

You may provide or we may collect data from you at a number of points, including when you:

- complete a form on our website, for example when you submit an enquiry via a contact form or submit a request for a call back
- contact us about our services by telephone or email

This data may include:

- your name
- address
- telephone number
- email address

- description of any enquiry

We use your submitted data for the following purposes:

- to provide you with information that you request from us
- to contact you to follow up on an enquiry either by email, phone or post
- to provide you with ongoing support
- to provide you with essential information regarding the services you have commissioned us to undertake or updates to these services

We may also use your data to occasionally provide you with information about related services and offers that may be of interest to you by telephone, email or post. Except for cases where we are required to do so by law (e.g. notifying you of a data breach), you may unsubscribe from receiving these communications at any time by contacting us at

- Email: [enquiries@srpa.co.uk](mailto:enquiries@srpa.co.uk)
- Post: Data Controller, Sir Robert Pattinson Academy, Moor Lane, North Hykeham, LN6 9AF.

If you receive emails from us we may use certain analytics tools to capture data such as when you open our email or click on any links or banners our email contains. This data helps us to gauge the effectiveness of our communications and marketing campaigns.

## Usage Data

With regard to each of your visits to our website we may automatically collect information including the following:

- **technical information**, including a truncated version of your IP address in an anonymised form, browser type and version, internet service provider, device type, screen resolution, language, operating system and platform;
- **information about your visit**, including what pages you visit, how long you are on the site, how you got to the site (including date and time); page response times, length of visit, what you click on, documents downloaded and any download errors.

This information cannot be used to identify you as an individual. We never have access to your full IP address.

We use usage data to facilitate your user experience when visiting our website and for security purposes (e.g. to identify and stop misuse). We also process this data for statistical purposes to improve our website and the services we provide.

## Cookies

When you visit [www.srpa.co.uk](http://www.srpa.co.uk), we collect standard internet log information and the details about the behaviour of visitors to our site. We do this to find out things such as the number of visitors to the various parts of our site and to provide you with a better experience. We collect this information in a way which does not personally identify you and we do not match it with any further data on an individual user.

Cookies are small text files that are placed on your device to help our website provide a better user experience. Cookies are stored on your individual device and you have full control over their use. You may deactivate or restrict the transmission of cookies by changing the settings of your web browser. Cookies that are already stored may be deleted at any time. To find out more about cookies and how to manage or delete them, visit [www.aboutcookies.org.uk](http://www.aboutcookies.org.uk)

If you choose to disable cookies, you may not be able to use all the features on our website.

### **Disclosure to third parties**

We use a select number of trusted external service providers for the purposes of: technical data analysis, data storage, to help us provide information to you or to help us fulfil any services you have requested. All our third party service providers are carefully selected, meet high data protection and security standards and are bound by contract to keep any information we share with them confidential. We only share the personal data with them that is necessary for the services they provide and they will only process that data in accordance with our instructions.

We will never rent or sell your data to any third party for their own marketing purposes and we will only disclose your data to another third party without your express consent when we are legally required to do so.

### **Third party links**

Our site may, from time to time, contain links to and from third party websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### **Keeping your data secure**

We endeavour to maintain a safe and secure form submission process on our website. Sir Robert Pattinson Academy advises that no data transmitted via the internet can ever be guaranteed as secure and the user discloses their contact details at their own risk. Once we have received your information, we will use strict internal procedures and security measures and will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

### **Data retention**

All data submitted to us will be retained for as long as necessary for the purpose(s) for which we originally collected it. We may also retain information as required by law. We will store your usage data until such time when you withdraw your consent for us to do so.

### **Your data subject rights**

You have the right to ensure that your personal data is being processed lawfully and can exercise this right in accordance with data protection laws and regulations.

You have a right to request from us information about the personal data Sir Robert Pattinson Academy hold about you and to receive a copy of this data. You also have a right to rectification/correction, erasure and restriction of processing this data.

If you have any questions or comment relating to the use of personal data or want to exercise any of your data subject rights, you may contact the Sir Robert Pattinson Academy GDPR Officer: Sandra Purdy, [enquiries@srpa.co.uk](mailto:enquiries@srpa.co.uk). Any data subject access request must be made in writing and we will provide your personal data to you within the statutory timeframes. To enable us to ensure we effectively manage your request, we may require further information from you.

Where you have provided consent, you may withdraw it at any time, without affecting the lawfulness of the processing that was carried out prior to withdrawing it. Whenever you withdraw consent, you acknowledge and accept that this may negatively affect the quality of our ongoing service to you. You also agree that Sir Robert Pattinson Academy shall not be held liable with respect to any loss and/or damage to your personal data if you choose to withdraw consent.

Where personal data is processed for the above purposes on the basis of Sir Robert Pattinson Academy legitimate interests, under the GDPR, you may object to such processing at any time. To do so please contact: [enquiries@srpa.co.uk](mailto:enquiries@srpa.co.uk).

In addition, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

### **Changes to this policy**

We may revise this Privacy Policy from time to time. Any changes we make will be published on this page and we will post a notification of any updates on our site.

### **Contact**

Should you have any queries regarding this Privacy Policy or would like to request or modify any contact details we hold for you, please contact us at: [enquiries@srpa.co.uk](mailto:enquiries@srpa.co.uk)