



Information about services provided by Huntington School

Privacy Notice (How we use Third Party and Website information)

Huntington School complies with the General Data Protection Regulation and is a registered *Data Controller*. Our data protection notification is registered with the Information Commissioner's Office (ICO) – reference Z6491489.

Personal information we collect

We may process the following kinds of personal data:

- information you submit when you contact us, for example your name, contact details, details about the service you're interested in or your enquiry;
- information that you provide to us for the purpose of subscribing to any of our services, email notifications and/or newsletters;
- information relating to any transactions carried out between you and us on, including information relating to any purchases you make of our services;
- information about your work or personal circumstances and your interests, where you disclose them to anyone who works for us in a professional or business setting, and/or social media if shared with people who work for us or shared publicly;
- General Data Protection Regulation Article 6 (Lawfulness of Processing) – 'processing is necessary for compliance with a legal obligation to which the controller is subject';
- any other information that may be relevant relating to the use of our website.

Using your personal information

We use your personal information for the following purposes:

- to provide our services or respond to your enquiry - for example to process your registration for an event or booking, i.e. so that we can contact you about the event or booking that you have registered for;
- to maintain our website - for example to ensure that content from our site is presented in the most effective manner for you;
- to improve our products and services;
- to send statements and invoices to you;
- to send you our newsletter and other marketing communications relating to our business which we think may be of interest to you by post or, where you have specifically agreed to this, by email or similar technology

You can update your preferences or unsubscribe from any of our communications at any time by contacting us at mail@huntington-ed.org.uk.

Lawful basis for processing

In general, we do not require your consent to process your personal information because the processing is necessary (see GDPR Article 6):

- in order to provide you with the information or services that you've requested;
- in order to respond to your enquiry, submitted via the website or by email;
- in order to comply with the law.

However you do have the right to object to how we process your personal information, or ask us to restrict processing.

We will not collect or process 'special categories of data' unless your consent is specifically sought.

If you object to or ask us to restrict the processing of your personal information, this won't affect the lawfulness of the processing we've already carried out.

Sharing your personal information with others

We will not sell, trade or rent your personal data to others. However we will sometimes need to share your personal information with others. We will only do this for the purposes detailed below we will take steps to ensure they keep the information secure and confidential and use it only for the agreed purposes.

We may share your personal information with the following:

- any member of our organisation, for the purposes of providing information or services and developing our business relationship with you;
- our event or service partners, so that they can contact you about the event or booking you've registered for or the service you are interested in;
- our service providers, for external data processors which are required for us to run our business and provide you with your required service, for example on line payment websites;
- regulators and legal bodies where we are under a legal obligation to do so or in order to protect our rights or property, or the safety of our people, clients or others.

Some of these may be located outside the European Economic Area, where data protection laws are different. However we will ensure that adequate safeguards are in place (for example, robust contracts) to make sure your personal information is protected.

How we protect your personal information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored by ourselves.

How long we keep your personal information

We will only keep your personal data for as long as we are using it for the purposes explained in this notice.

We may in certain circumstances need to hold your personal information for longer, for example in relation to a legal dispute or because of regulatory requirements.

Website – cookie policy

Please note the following points relating specifically to the school website:

- the school website uses cookies which are small text files placed on your computer by your browser;
- cookies allow websites and applications to respond to you as an individual, the website can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences;
- session cookies are used to manage your movement between pages and to help with site searches, these are removed when you leave the site and are essential to the running of it;
- analytical cookies are used to help us analyse data about web page traffic and general visitor behaviour on our website in order to tailor it to customer needs - we only use this information for statistical analysis purposes and it does not contain any personally identifiable information and in no way gives us access to any files on your computer;
- you can choose to delete individual cookies or block them entirely at any time by going to the settings in your browser (if you do disable cookies altogether then this may cause functionality issues on this and other websites);
- the school website does not use cookies or any other method to store personal data without consent nor does it link non-personal information stored in cookies with personal data about specific individuals;
- for further information about cookies and their management see *aboutcookies.org*;
- the school website may include links to other websites - once you have used these links to leave our site, you should note that we do not have any control over that other website, so we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement, please see their individual privacy statement.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by emailing mail@huntington-ed.org.uk.

Alternatively, you can contact the Information Commissioner's Office at

<https://ico.org.uk/concerns/>.

Data Protection Officer (DPO)

Huntington School's independent DPO is Veritau Ltd.

Veritau Ltd

County Hall NORTHALLERTON DL7 8AL

Tel: 01609 532526

SchoolsDPO@veritau.co.uk

Reviewed 22 January 2020

Contact

If you would like to discuss anything in this privacy notice, please contact:

Jonathan Meehan, Finance Director (01904 752100 or accounts@huntington-ed.org.uk).