

## Pol 44 – Website Privacy Policy



### 1. Introduction

1.1 Olive Secondary School are committed to safeguarding the privacy of our website visitors; in this policy we explain how we will treat your personal information.

1.2 By using the Olive Secondary School website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.

### 2. Collecting personal information

2.1 The Olive Secondary website may collect, store and use the following kinds of personal information:

- (a) Information about your computer and about your visits to and use of this website including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths.
- (b) Information that you provide to us when registering with our website such as your email address.
- (c) Information that you provide when completing your profile on our website.
- (d) Information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters.
- (e) Information that you provide to us when using the services on our website, or that is generated in the course of the use of those services.
- (f) Information that you post to our website for publication on the internet
- (h) Information contained in or relating to any communication that you send to us or send through our website or any other personal information that you choose to send to us via email.

2.2 Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

### 3. Using personal information

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3.1 Personal information submitted to us through our website will be used for the purposes specified in this policy or on the relevant pages of the website.

3.2 We may use your personal information to:

- (a) Send you email notifications that you have specifically requested;
- (i) Send you our email newsletter, if you have requested it and you can inform us at any time if you no longer require the newsletter;
- (l) Deal with enquiries and complaints made by or about you relating to our website;
- (m) Keep our website secure and prevent fraud; and
- (n) Verify compliance with the terms and conditions governing the use of our website

#### **4. Disclosing personal information**

4.1 We may disclose your personal information to professional advisers and officers insofar as reasonably necessary for the purposes set out in this policy.

4.2 We may disclose your personal information:

- (a) To the extent that we are required to do so by law;
- (b) In connection with any ongoing or prospective legal proceedings;

4.3 Except as provided in this policy, we will not provide your personal information to third parties.

#### **5. International data transfers**

5.1 Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this policy.

5.2 Personal information that you publish on our website or submit for publication on our website may be available, via the internet, around the world. We cannot prevent the use or misuse of such information by others.

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### **6. Retaining personal information**

6.1 This Section 6 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal information.

6.2 Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

### **7. Amendments**

7.1 We may update this policy from time to time by publishing a new version on our website.

7.2 You should check this page occasionally to ensure you are happy with any changes to this policy.

7.3 We may notify you of changes to this policy

### **8. Third party websites**

8.1 Our website includes hyperlinks to, and details of, third party websites.

8.2 We have no control over, and are not responsible for, the privacy policies and practices of third parties.

### **9. Cookies**

9.1 Our website uses cookies.

9.2 A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

9.3 Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

9.4 Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

9.5 Most browsers allow you to refuse to accept cookies.

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9.6 Blocking all cookies will have a negative impact upon the usability of many websites.

9.7 If you block cookies, you will not be able to use all the features on our website.

9.8 You can delete cookies already stored on your computer; for example:

(a) in Internet Explorer (version 11), you must manually delete cookie files (you can find instructions for doing so at <http://windows.microsoft.com/en-gb/internet-explorer/delete-manage-cookies#ie=ie-11>);

(b) in Firefox (version 47), you can delete cookies by clicking "Tools", "Options" and "Privacy", then selecting "Use custom settings for history" from the drop-down menu, clicking "Show Cookies", and then clicking "Remove All Cookies"; and

(c) in Chrome (version 52), you can delete all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Clear browsing data", and then selecting "Cookies and other site and plug-in data" before clicking "Clear browsing data".

9.9 Deleting cookies will have a negative impact on the usability of many websites.

### **10. Our details**

10.1 This website is owned and operated by The Olive Foundation Administrator.

10.2 Mufti Amjad M. Mohammed is the Proprietor of The Olive Foundation, Olive Secondary School, Byron Street, Bradford, BD3 0AD

10.3 You can contact us:

(a) By post, using the postal address given above

(b) Using our website contact form];

(c) By telephone, 01274 725005

(d) By email, using [info@olivesecondary.org.uk](mailto:info@olivesecondary.org.uk)