

<b>Approving Body:</b> SLT <b>Date of Review:</b> Michaelmas 2024 <b>Date of Approval:</b> 23 December 2024	<b>Issue Number:</b> 2.4 <b>Review Due:</b> Michaelmas 2025
<h1>Website Privacy and Cookie Policy</h1>	
<b>Owner:</b> Operations Bursar	<b>Author:</b> Operations Bursar

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|--|
| <input type="checkbox"/> Required by ISI<br><input type="checkbox"/> ISI requires publication on website<br><input checked="" type="checkbox"/> Internal decision to publish on website<br><input type="checkbox"/> Required reading for all staff |
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### Executive Summary

Sherborne Girls (SG) is committed to safeguarding the privacy of its website visitors. This policy is for general readership and sets out how SG will treat personal information obtained via the website.

## Supporting documents

This policy has been written with consideration of the following School documents:

- Data Protection policy
- Information and Records Management policy
- Taking, Storing and Using Images of Pupils policy
- Privacy Notice

*To request a copy of any of the documents listed above please contact the Policies, Inspection and Strategy Coordinator:  
[g.shavesmythies@sherborne.com](mailto:g.shavesmythies@sherborne.com)*

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## What information do we collect from our website?

Sherborne Girls (SG) may collect, store and use the following kinds of personal information when you use our website.

- Information about your computer and about your visits to, and use of, this website: including, your IP address, geographical location, browser type, referral source, length of visit and number of page views. However, such information is collected anonymously and not linked to information that identifies you as an individual.
- Information linking to any transactions carried out between you and us on or in relation to this website, including any financial transactions you make with our services. Financial information is protected by 128bit encrypted connections.
- Information that you provide to us for the purpose of registering with us, including contact details and other relevant personal details.
- Information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters including your email address.
- Any other information that you choose to share with us via our website.

## Cookies

A cookie consists of information sent from a web server to a web browser and stored by the browser. Such information is sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We use Google Analytics to analyse the use of our website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users'

computers. The information generated relating to our website is used to create reports about the use of our website, which Google will store. Google's privacy policy is available [here](#).

In addition to cookies generated by Google Analytics, we also use "session" cookies to track your actions, as you navigate our website. Session cookies will be deleted from your computer when you close your browser. Our payment services providers may also send you cookies.

Most browsers allow you to reject all cookies, whilst some allow you to reject just third-party cookies. For example, in Google Chrome you can turn off cookies by going to 'Settings', selecting 'Privacy and security' and expanding the 'Cookies and other site data' menu. In Microsoft Edge, go to 'Settings', select 'Cookies and site permissions' and expand the 'Cookies and site data menu.

Blocking all cookies will however have a negative impact on the usability of many websites, including ours as we use them to help ensure the efficiency of our website. We do not use them to market or promote the interests of any third party.

## Using your personal information

Personal information submitted on our website will be used for the purposes specified in this Website Privacy and Cookie Policy.

We may use your personal information to:

- administer our website;
- enable your use of the services available on our website;
- supply to you services purchased via our website;
- send statements to you, and collect pre-agreed payments from you;
- send you general (non-marketing) commercial communications;
- send you email notifications which you have specifically requested;
- send to you our newsletter and other marketing communications relating to our business. You can inform us at any time if you no longer require marketing communications; and
- deal with enquiries and complaints made by you relating to our website.

We will not provide your personal information to any third parties for the purpose of direct marketing without your express consent.

Our website financial transactions are handled through external payment service providers for admissions/registration, for event payments and donations, and the online school shop. Please review the privacy policies for these external platforms before sharing your data with them.

We will share information with these external providers only to the extent necessary for the purposes of processing payments you make via our website. Where external providers have further involvement with the School they are subject to the School's Privacy Notice, which details how we collect your personal information and what we do with it. For more information please click [here](#).

## Disclosures

We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors only insofar as reasonably necessary for the purposes as set out in this Website Privacy and Cookie Policy. In addition, we may disclose information about you:

- to the extent that we are required to do so by law;
- in connection with any legal proceedings or prospective legal proceedings; and

- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing creditrisk).

Except as provided in this Website Privacy and Cookie Policy, we will not provide your information to third parties.

### International data transfers

Information that we collect may be stored and processed in and transferred between other countries in order to facilitate the services of Google Analytics and our Payment Service Providers.

Information you provide may be transferred to other countries which do not have data protection laws equivalent to those in force in the European Economic Area (EEA).

### Security of your personal data

We will take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

All electronic financial transactions you make to or receive from us will be encrypted using SSL technology.

Data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet. More information is available from the Sherborne Girls [Privacy Notice](#).

### Policy amendments

We may update this policy from time to time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

### Your rights

You may instruct us to provide you with any personal information we hold about you.

You may instruct us not to process your personal information for marketing purposes by email at any time. (In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.)

### Third party websites

Our website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

### Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

### Contact

If you have any questions about this privacy policy or our treatment of your personal information, please contact us by email addressing enquiries to the Operations Bursar ([k.cook@sherborne.com](mailto:k.cook@sherborne.com)) or by post to The Operations Bursar, Sherborne Girls, Bradford Road, Sherborne, Dorset, DT9 3QN.

## Data controller

The data controller responsible for our website is Sherborne School for Girls. Our data protection registration number is Z5539924.

This website privacy policy is based on a template courtesy of [Website Law](#).

## Appendix: Summary of Changes in Issue 2.3

- Data Protection registration number updated.
- Policy Owner and Author changed to Operations Bursar.

## Changes in Issue 2.4

- Data protection registration number updated.