

TRINITY ACADEMY NEWCASTLE TRUST

Website Policy

**Approved by the Committee – March 2023
On behalf of the Board**

Next Review Date – March 2024

Photographs:

The Trust operates the following policy on its website regarding the use of photographs, to ensure the privacy and safety of learners at the Trust:

1. Where learners are named, only their first names are given;
2. Where a learner is named, no photograph of that learner is displayed;
3. Where a photograph is used which shows a learner, no name is displayed.

By observing these points, the Trust ensures that visitors to the website cannot link images of learners to the names of learners. When choosing photographs for the website, the Trust is mindful of the way learners may appear in them, and will not include images which are in any way inappropriate, such as close-up portrait shots of individual learners, inappropriate behaviour or learners wearing inappropriate clothing items.

The Trust follows a policy of seeking parents' permission before using images that show learners on the website.

No other private information about learners is ever published on the website such as surnames or contact details.

Website Privacy Policy:

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

What information do we collect?

Our website uses online forms that allow you to contact us or request paper copies of the documentation we have available on our website.

We will only collect personal data that you have consented to; the data collected is managed under our obligations as a Data Controller.

The data we collect may include; email addresses, full names, phone numbers and anything else you pass to us we feel relevant and or you wish for us to keep.

Controlling your personal information

You can choose to restrict the collection of your personal data in the following ways:

- When you fill in our contact forms, you can choose whether we collect your data by clicking yes on the marketing preferences under the contact form.
- If you have previously subscribed to us and changed your mind, then you can get in touch with us either through email or over the phone to change these preferences.
 - If you have been subscribed to our MailChimp list and wish to unsubscribe please find the unsubscribe box at the bottom of the email.

When do we share your information?

We will not sell, distribute or lease your personal data to third parties unless we have your permission or are required by law to do so. We may use your personal data to send you information on third parties if you consent to this.

Other Disclosures

In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this privacy policy, we may disclose information about you:

1. To the extent that we are required to do so by law;
2. In connection with any legal proceedings or prospective legal proceedings;
3. To establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
4. Except as provided in this privacy policy, we will not provide your information to third parties.

How can you access your personal data?

You have the right to request access to the data we hold on you, to do so just get in touch and we will send you a copy of your personal data.

If you think the information we hold for you is incorrect or incomplete, please let us know as soon as possible and we will correct it promptly.

Security

We are dedicated to keeping your personal information safe. We have put in place appropriate physical, technological, and administrative systems to safeguard and secure the information we collect online to prevent unauthorised access or disclosure.

Third-party websites

The website contains links to other websites. We are not responsible for the privacy policies of third-party websites.

How we use cookies

A cookie is a small file that asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website to tailor it to visitor needs. We use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. This may prevent you from taking full advantage of the website. We take your privacy very seriously and comply with the recent UK and EU laws on handling cookies.

Website Disclaimer

This disclaimer governs your use of our website; by using our website, you accept this disclaimer in full. If you disagree with any part of this disclaimer, do not use our website.

Intellectual property rights

Unless otherwise stated, we or our licensors own the intellectual property rights in the website and material on the website. Subject to the licence below, all our intellectual property rights are reserved.

Cookies used on this website

Categories	Provider	Cookies
<p>Allow Cookies This cookie is used to determine whether the user allows cookies or not.</p>	e4education	<ul style="list-style-type: none"> cookiesAllowed
<p>Accessibility These cookies and selection preferences are stored to maintain the accesibility choices between pages.</p>	Tanmat.org	<ul style="list-style-type: none"> fontSize fontFamily colour showImages
<p>Google Analytics Google Analytics gathers information allowing us to understand interactions with our websites and ultimately refine that experience to better serve you.</p>	google.com	<ul style="list-style-type: none"> _ga _gid _gat AMP_TOKEN __utma __utmt __utmb
<p>Google Maps Most Google users will have a preferences cookie called 'NID' in their browsers. A browser sends this cookie with requests to Google's sites. The NID cookie contains a unique ID Google uses to remember your preferences and other information.</p>	google.com	<ul style="list-style-type: none"> NID
<p>YouTube Videos This cookie is set by the YouTube video service and aims to limit repeat advertising and deliver more relevant advertising to you.</p>	youtube.com	<ul style="list-style-type: none"> GPS VISITOR_INFO1_LIVE YSC PREF remote_sid • IDE

Browser specific instructions to block and remove cookies

- Internet Explorer: <http://support.microsoft.com/kb/196955>
- Firefox: <http://support.mozilla.org/en-US/kb/Cookies>
- Google Chrome: <http://support.google.com/chrome/bin/answer.py?hl=en&answer=95647>
- Opera: <http://www.opera.com/browser/tutorials/security/privacy/>
- Safari: <http://docs.info.apple.com/article.html?artnum=32467>
- Safari iOS: <http://support.apple.com/kb/HT1677>
- Android: <http://support.google.com/mobile/bin/answer.py?hl=en&answer=169022>
- Blackberry: [Turn off cookies in the browser](#)
- Windows Phone: [Changing privacy and other browser settings](#)

For further information please visit: <https://ico.org.uk/for-organisations/guide-to-pecr/cookies-and-similar-technologies/>

Licence to use website

You may view, download for caching purposes only, and print pages from the website, provided that:

1. You must not republish material from this website (including republication on another website), or reproduce or store material from this website in any public or private electronic retrieval system;
2. You must not reproduce, duplicate, copy, sell, resell, visit, or otherwise exploit our website or material on our website for a commercial purpose, without our express written consent;

Limitations of liability

The information on this website is provided free of charge, and you acknowledge that it would be unreasonable to hold us liable in respect of this website and the information on this website.

Whilst we endeavour to ensure that the information on this website is correct, we do not warrant its completeness or accuracy; nor do we not commit to ensuring that the website remains available or that the material on this website is kept up-to-date.

To the maximum extent permitted by applicable law, we exclude all representations, warranties and conditions (including, without limitation, the conditions implied by law of satisfactory quality, fitness for purpose and the use of reasonable care and skill).

Our liability is limited and excluded to the maximum extent permitted under applicable law. We will not be liable for any direct, indirect or consequential loss or damage arising under this disclaimer or in connection with our website, whether arising in tort, contract, or otherwise – including, without limitation, any loss of profit, contracts, business, goodwill, reputation, data, income, revenue or anticipated savings.

However, nothing in this disclaimer shall exclude or limit our liability for fraud, for death or personal injury caused by our negligence, or for any other liability which cannot be excluded or limited under applicable law.

Variation

We may revise this disclaimer from time-to-time. Please check this page regularly to ensure you are familiar with the current version.

Law and jurisdiction

This notice will be governed by and construed in accordance with English law, and any disputes relating to this notice shall be subject to the exclusive jurisdiction of the courts of England.

Entire agreement

This disclaimer constitutes the entire agreement between you and us in relation to your use of our website and supersedes all previous agreements in respect of your use of this website.

Policy amendments

We may update this privacy 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.

Questions?

If you have any questions regarding the contents of this Policy, please get in touch via our email: admin.central@tanmat.org

Signed on behalf of the Board:

Peter Carter (Chairperson of the Board)

Date: March 2023