

## **PRIVACY POLICY for [www.colchesterhighschool.co.uk](http://www.colchesterhighschool.co.uk)**

At Colchester High School we are committed to safeguarding and preserving the privacy of our visitors.

This Privacy Policy explains what happens to any personal data that you provide to us, or that we collect from you whilst you visit our site.

We do update this Policy from time to time so please do review this Policy regularly.

### **Information We Collect**

In running and maintaining our website we may collect and process the following data about you:

- i. Information about your use of our site including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data.
- ii. Information provided voluntarily by you. For example, when you register for information.
- iii. Information that you provide when you communicate with us by any means.

### **Use of Cookies**

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer in order to assist us in improving our website.

We may gather information about your general internet use by using the cookie. Where used, these cookies are downloaded to your computer and stored on the computer's hard drive. Such information will not identify you personally. It is statistical data. This statistical data does not identify any personal details whatsoever

You can adjust the settings on your computer to decline any cookies if you wish. This can easily be done by activating the reject cookies setting on your computer.

### **Use of Your Information**

We use the information that we collect from you to provide our services to you. In addition to this we may use the information for one or more of the following purposes:

- i. To provide information to you that you request from us relating to our services.
- ii. To provide information to you relating to other services that may be of interest to you. Such additional information will only be provided where you have consented to receive such information.
- iii. To inform you of any changes to our website or services.

If you have previously purchased services from us we may provide to you details of similar services or other services that you may be interested in.

Where your consent has been provided in advance we may allow selected third parties to use your data to enable them to provide you with information regarding unrelated services which we believe may be of interest to you. Where such consent has been provided it can be withdrawn by you at any time.

### **Storing Your Personal Data**

In operating our website it may become necessary to transfer data that we collect from you to locations outside of the European Union for processing and storing. By providing your personal data to us, you agree to this transfer, storing or processing. We do our utmost to ensure that all reasonable steps are taken to make sure that your data is treated stored securely.

Unfortunately the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically, Sending such information is entirely at your own risk.

### **Disclosing Your Information**

We will not disclose your personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

- i. In the event that we sell any or all of our business.
- ii. Where we are legally required by law to disclose your personal information.
- iii. To protect the rights, property, or safety of the School, our pupils, staff or others.

### **Access to Information**

In accordance with the Data Protection Act 1998 you have the right to access any information that we hold relating to you. Please note that we reserve the right to charge a fee of £10 to cover costs incurred by us in providing you with the information.

### **Contacting Us**

Please do not hesitate to contact us regarding any matter relating to this Privacy Policy at [info@colchesterhighschool.co.uk](mailto:info@colchesterhighschool.co.uk) or Wellesley Road, Colchester, Essex, CO3 3HD.