



SHERBORNE SCHOOLS GROUP

Website Privacy Policy

Approving body: Executive Committee

Owner: Chief Operating Officer

Author: Policies, Inspection and Strategy Coordinator

Executive Summary

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

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What information do we collect from our websites?

The Sherborne Schools Group (The Group) is a company registered in England and Wales. Our company registration number is 04002575, our charity registration number is 1081228 and our registered office is at Sherborne Boys School, Abbey Road, Sherborne, Dorset DT9 3LF. The Group includes Sherborne Boys, Sherborne Girls, Sherborne Prep, Hanford Prep, Sherborne International and their trading subsidiaries.

The Group may collect, store and use the following kinds of personal information when you use our websites.

- Information about your computer and about your visits to, and use of, these websites: 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 websites.

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 websites, 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 websites. 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. 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 websites. 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 websites;
- enable your use of the services available on our websites;
- supply to you services purchased via our websites;
- 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 websites.

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 Group they are subject to the Group's Privacy Notice, which details how we collect your personal information and what we do with it.

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 credit risk).

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 Group's 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

As a data subject, you have the following rights under the GDPR, which this Policy and our use of personal data have been designed to uphold:

- the right to be informed about our collection and use of personal data;
- the right of access to the personal data we hold about you;
- the right to rectification if any personal data we hold about you is inaccurate or incomplete (please contact us using the contact details below);
- the right to be forgotten – i.e. the right to ask us to delete any personal data we hold about you (we only hold your personal data for a limited time, but if you would like us to delete it sooner, please contact us using the contact details below);
- the right to restrict (i.e. prevent) the processing of your personal data;
- the right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);
- the right to object to us using your personal data for particular purposes; and
- rights with respect to automated decision making and profiling.

If you have any cause for complaint about our use of your personal data, please contact us using the details provided below and we will do our best to solve the problem for you. If we are unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office.

For further information about your rights, please contact the Information Commissioner's Office or your local Citizens Advice Bureau.

Third party websites

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

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 (kathleen.cook@sherbornegirls.group) or by post to The Operations Bursar, Sherborne Girls, Bradford Road, Sherborne, Dorset, DT9 3QN.

Data controller

The data controller responsible for our websites is the Sherborne Schools Group. The Group's ICO registration number is Z7474372.

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

Appendix 1: Summary of Changes

- This is the first issue of this policy for the Sherborne Schools Group and supersedes the relevant individual pre-existing policies.