



Horizons Specialist Academy Trust

Website Privacy Policy

Date of Next Review: Autumn term 2021
Responsible Officer: Amir Bahrani, IT Manager

Website Privacy Statement

This Website Privacy Statement covers the cookies, tracking and analytical services offered by Horizons Specialist Academy Trust. We respect your privacy and are committed to protecting it. The purpose of this privacy statement is to inform you what personally identifiable information we may collect and how it may be used. This statement only applies to this Website.

Purpose

This privacy statement tells you what analytical information we might collect about you, both identifiable and personally non-identifiable, during a visit to our website, or when making an enquiry.

Personal information collected

The information that you give us will depend on your activity on the website. When submitting an enquiry through our contact form we ask for your name, number and email address. We do not store this data in any third-party databases.

Non-identifiable information: We automatically collect certain information about you and the device with which you access the website. For example, when you use the website, we will log your IP address, operating system type, browser type, referring website, pages you viewed, and the dates/times when you accessed the website. We may also collect information about actions you take when using the website, such as links clicked.

What we do with the information we gather

- To answer you when you've contacted us, or to respond to a comment or complaint.
- We will only contact you when we need to or when you have given us permission.

Security

We are committed to ensuring that your information is secure. We are certified by Cyber Essentials having had a full assessment of our systems which has been independently verified. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

- Many of our services are encrypted using SSL.
- We restrict access to your personal data to only those employees who need access to it in order to deliver requested services.

Do we share your data?

We would never share your data with any third parties without prior consent.

Cookies

A cookie is a small file which 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.

Currently we operate an 'implied consent' policy which means that we assume you are happy with our use of cookies. If you are not happy, then you should either not use this site, or you should delete our cookies once you have visited the site, or you should browse the site using your browser's anonymous usage setting (called "Incognito" in Chrome, "InPrivate" for Internet Explorer, "Private Browsing" in Firefox and Safari etc.)

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only 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 setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

If you don't want to receive cookies, you can modify your browser so that it notifies you when cookies are sent to it or you can refuse cookies altogether. You can also delete cookies that have already been set.

If you wish to restrict or block web browser cookies which are set on your device then you can do this through your browser settings; the Help function within your browser should tell you how. Alternatively, you may wish to visit www.aboutcookies.org, which

contains comprehensive information on how to do this on a wide variety of desktop browsers.

Cookies we collect on our website

Session cookies – If you create an account with us then we will use cookies for the management of the signup process and general administration. These cookies will usually be deleted when you log out however in some cases they may remain afterwards to remember your site preferences when logged out. You can learn more about session cookies and what they are used for at <http://www.allaboutcookies.org/cookies/session-cookies-used-for.html>

Form cookies – When you submit data to through a form such as the one found on our contact page, cookies may be set to remember your user details for future correspondence.

Google Analytics – we use this to understand how the website is being used in order to improve the user experience. Your user data is all anonymous. You can find out more about Google’s position on privacy as regards its analytics service [here](#).

Other information we collect

Social buttons – On some of the pages on our site you will see ‘social buttons’. These enable users to share or bookmark the web pages. There are buttons for: Twitter, Facebook ‘Like’, and LinkedIn ‘Share’. In order to implement these buttons and connect them to the relevant social networks and external sites, there are scripts from domains outside of Horizons Specialist Academy Trust. You should be aware that these sites are likely to be collecting information about what you are doing all around the internet, including on the Trust’s site. So if you click on any of these buttons, these sites will be registering that action and may use that information. In some cases, these sites will be registering the fact that you are visiting Horizons Specialist Academy Trust, and the specific pages you are on, even if you don’t click on the button if you are logged into their services, like Google and Facebook. You should check the respective policies of each of these sites to see how exactly they use your information and to find out how to opt out, or delete, such information.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Changes to this statement

We recognise that transparency is an ongoing responsibility so we will keep this privacy.

More Information

Hopefully that has clarified things for you and as was previously mentioned if there is something that you aren't sure whether you need or not it's usually safer to leave cookies enabled in case it does interact with one of the features you use on our site. However if you are still looking for more information please contact the Trust's Data Protection Officer on the details below:

Alison Ascough – Data Protection Officer - DPO@horizontrust.org.uk