

Website Visitors Privacy Notice



	Name	Date
Prepared by	James Griffiths	May 2025
Checked and Reviewed by	All Staff	May 2025
Ratified by Board of Governors	A Hercules	May 2025
Next School Review		May 2026



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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about visitors to our website.

We, **Dallington School** (8 Dallington Street, London, EC1V 0BW), are the 'data controller' for the purposes of UK data protection law. This means that we are responsible for deciding how we hold and use personal information about you.

2. The personal data we collect

We may collect, use, store and share (when appropriate) the following types of personal data about website visitors:

- Contact details (such as name, email address, and phone number) when you submit an enquiry
- Technical data (such as IP address, browser type, operating system, and device information)
- Cookies and tracking data (see our Cookie Policy for details)
- Information provided through forms (e.g., admissions enquiries, newsletter sign-ups, or event registrations)
- Correspondence records if you contact us directly

3. Why we use this data

We use this data to:

- Respond to enquiries and provide requested information
- Improve user experience and functionality of our website
- Analyse website traffic and engagement
- Ensure website security and prevent fraudulent activity
- Keep you informed about our school, where you have requested to receive updates

4. Our lawful basis for using this data

We will only collect and use your personal information when the law allows us to. The lawful bases for processing include:

- Consent – When you provide your details for specific purposes (e.g., subscribing to our newsletter)
- Legitimate interests – To improve our website and services, ensuring functionality and security
- Legal obligation – To comply with statutory requirements (e.g., safeguarding obligations)
- Where we rely on consent, you have the right to withdraw this at any time (see 'Your rights' below).

5. Collecting this data

We collect personal data directly from you when you:

- Fill out an online form

- Contact us via email or phone
- Sign up for a newsletter or event
- Browse our website (through cookies and tracking technologies)

We may also collect anonymous analytical data through third-party services (such as Google Analytics) to understand website usage patterns.

6. How we store this data

We store personal data securely and apply appropriate technical and organisational measures to prevent unauthorised access, loss, or misuse.

We retain data for as long as necessary for the purposes outlined in this privacy notice. Contact us for more details on our data retention policy.

7. Who we share data with

We do not share your personal information with third parties except where necessary. This may include:

- IT service providers (to support website functionality)
- Analytics providers (such as Google Analytics for website performance tracking)
- Legal authorities (if required for safeguarding or legal compliance)

We ensure that any third parties handling data on our behalf comply with UK data protection laws.

7.1 Transferring data internationally

Some of our third-party service providers may store or process data outside the UK. Where this occurs, we ensure appropriate safeguards are in place to protect your data (e.g., Standard Contractual Clauses, UK adequacy regulations).

8. Your rights

You have the following rights regarding your data:

- **Right to access** – Request a copy of your personal data
- **Right to rectification** – Request correction of inaccurate data
- **Right to erasure** – Request deletion of your data (where applicable)
- **Right to restrict processing** – Request limitations on how your data is used
- **Right to data portability** – Request transfer of your data in certain circumstances
- **Right to object** – Object to processing based on legitimate interests
- **Right to withdraw consent** – If processing is based on consent, you can withdraw at any time

To exercise any of these rights, contact us (see 'Contact us' below).

9. Complaints

If you have concerns about our use of your personal data, please contact us in the first instance.

Alternatively, you can make a complaint to the **Information Commissioner's Office (ICO)**:

- **Website:** <https://ico.org.uk/make-a-complaint/>
- **Phone:** 0303 123 1113

- **Address:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions about this privacy notice or how we handle your data, please contact:

Data Protection Officer: James Griffiths

Email: james.griffiths@dallingtonschool.co.uk

Address: Dallington School, 8 Dallington Street, London, EC1V 0BW