

1. About this Policy

Hawthorn Primary School understands that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of everyone who visits our website and will only collect and use personal data in the ways that are described below, in a manner that is consistent with our obligations and your rights under the law.

Our website may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

Please read this policy carefully and ensure that you understand it. You will be required to read and accept this policy when using any form on our website. If you do not accept and agree with this policy, you must stop using our website immediately.

2. Definitions & Interpretation

In this policy, the following terms shall have the following meanings:

“cookie”

means a small text file placed on the device you use to visit our website which may hold data about you. Details of the cookies used by our website are set out in this policy;

“Cookie Law”

means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003;

“GDPR”

means the General Data Protection Regulation;

“personal data”

means any and all data that relates to a person who can be directly or indirectly identified by that data. This definition shall, where applicable,

incorporate the definitions provided in the EU Regulation 2016/679 – the General Data Protection Regulation (“GDPR”); and

“we/us/our/our business/Hawthorn Primary School”

means Hawthorn Primary School, a company registered in England, whose registered and main address is Elmham Road, Cantley, Doncaster, DN4 6LQ.

“our website”

means <https://www.hawthorn.doncaster.sch.uk>

3. Information About Us

Hawthorn Primary School

Our website is owned and operated by Hawthorn primary School, a company registered in England, whose main address is Elmham Road, Cantley, Doncaster, DN4 6LQ

Our Data Protection Officer

Diane Wakefield

Email: diane.wakefield@hawthorn.doncaster.sch.uk

Tel: 01302 535906

Address: Elmham Road, cantley, Doncaster, DN4 6LQ.

Please contact our Data Controller with any enquiries in regards to your data.

4. Third Parties Named in this Policy

Google

Google LLC (“Google”), located at 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States

[Link to Google Policies](#) [Link to Google Analytics Policy](#)

Facebook

Facebook, Inc., 1601 Willow Road, Menlo Park, CA 94025, United States

If you are in the EU, contact Facebook Ireland Ltd., 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland.

[Link to Facebook Policies](#)

MailChimp

The Rocket Science Group LLC d/b/a MailChimp, a State of Georgia limited liability company, United States

[Link to MailChimp Policies](#)

123 Reg

123 Reg Limited, The Shipping Building, Old Vinyl Factory, 252 – 254 Blyth Road, Hayes, Middlesex, England, UB3 1HA

A provider of internet related services including connectivity, co-location, dedicated and shared server, website hosting and domain name services.

[Link to 123 Reg Policies](#)

5. How You Can Control Your Data

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;
- The right to be forgotten – i.e. the right to ask us to delete any personal data we hold about you;
- 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 use with another service or organisation);

- The right to object to our use of your personal data for particular purposes; and
- Rights with respect to automated decision making and profiling.

In addition to your rights under the GDPR, when you submit personal data via our website, you may be given options to control how we use your data for direct marketing purposes (including the ability to opt-out of receiving emails from us which you may do by unsubscribing using the links provided in the footer of our emails).

You may also wish to sign up to one or more of the preference services operating in the UK: The Telephone Preference Service (“the TPS”), the Corporate Telephone Preference Service (“the CTPS”), and the Mailing Preference Service (“the MPS”). These may help to prevent you receiving unsolicited marketing. Please note, however, that these services will not prevent you from receiving marketing communications that you have consented to receiving.

If you have any cause for complaint about our use of your personal data, please contact our Data Controller and we will act accordingly. 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 (ICO).

For further information about your rights, please contact the ICO or your local Citizens Advice Bureau.

6. What Data Do We Collect?

When you submit information using any of the forms on our website, we may collect some or all of the following personal and non-personal data (please also find details of our use of cookies and similar technologies within this policy, which collect other types of data):

- name;
- business/company name;
- job title;
- business website URL;

- email address;
- telephone number;

7. Why Do We Collect Your Data?

Our purposes for collecting your data are:

- to provide you with information or services you have requested via our website;
- to inform you of news and offers regarding our services;
- to provide access to our website;
- to personalise and tailor your experience on our website;
- to reply to your correspondence;
- with your permission and/or where permitted by law, to send emails to you which you have opted-in to (you may unsubscribe or opt-out at any time by using the link in our email footer or contacting our Data Controller);
- to analyse your use of our website and gather feedback to enable us to continually improve our website and your user experience;

We will not, however, send you any unsolicited marketing or spam and will take all reasonable steps to ensure that we fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003.

Our legal basis for collecting your personal data is based on your expressed consent, given via our website.

8. How Do We Transmit & Store Your Data?

Data security is very important to us, and to protect your data we have taken suitable measures to safeguard and secure data collected through our website.

Our website holds an SSL certificate, which ensures that data you send or receive through our website is secure and private. Our website is hosted by 123 Reg, whose secure servers ensure your data is transmitted privately. Please find a link to their policies in this policy.

Your personal data is received by Talk To Media and stored within our premises on secure servers, accessible only via our password-protected computers.

9. How Long Do We Keep Your Data?

Data you provide to us with your expressed consent for email marketing, is retained for as long as we have your permission to keep it. You may choose to unsubscribe from our emails at any time, using the link in the footer of the email.

If you email us directly, your data is only retained for the time it takes us to process and respond to your email.

We will comply with our obligations and safeguard your rights under the GDPR at all times. You have the right to withdraw your consent to Us using your personal data at any time, and to request that we delete it.

10. Do We Share Your Data?

By using our website, you consent to our sharing your data with certain trusted third parties, including Google and Facebook, whose details are set out in this policy.

When you consent to email marketing on our website, your data is shared with MailChimp, whose details are set out in this policy.

Some or all of your data may be stored in the USA, which sits outside of the European Economic Area (“the EEA”) (The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein). You are deemed to accept and agree to this by using our website and submitting information to us. The USA has been given an adequacy decision as a data processor by the European Commission.

Please note that we do not control the activities of such third parties, nor the data they collect and use and advise you to check the privacy policies of any such third parties.

We will not share any of your data with any third parties for any purposes, unless you have consented to it via our website.

In certain circumstances, we may be legally required to share certain data held by us, which may include your personal data, for example, where we are involved in legal proceedings, where we are complying with legal obligations, a court order, or a governmental authority.

We may sometimes contract with third parties to supply services to you on our behalf. These may include payment processing, delivery of goods, search engine facilities, advertising, and marketing. In some cases, the third parties may require access to some or all of your data. Where any of your data is required for such a purpose, We will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, our obligations, and the obligations of the third party under the law.

We may compile statistics about the use of our website including data on traffic, usage patterns, user numbers, sales, and other information. All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you. We may from time to time share such data with third parties such as advertisers. Data will only be shared and used within the bounds of the law.

11. How Can You Control Your Data?

You may access our website without providing any data at all. However, to use all features and functions available on our website you may be required to submit or allow for the collection of certain data.

You may restrict our use of cookies.

You have the right to ask for a copy of any of your personal data held by us (where such data is held). Under the GDPR, no fee is payable and we will provide any and all information in response to your request free of charge. Please contact our Data Controller for more details.