Website Privacy Notice

This privacy notice is for this website **www.melkshamhouse.uk** and governs the privacy of its users who choose to use it. It explains how we comply with the GDPR (General Data Protection Regulation), the DPA (Data Protection Act) [pre GDPR enforcement] and the PECR (Privacy and Electronic Communications Regulations).

This notice will explain areas of this website that may affect your privacy and personal details, how we process, collect, manage and store those details and how your rights under the GDPR, DPA & PECR are adhered to. Additionally it will explain the use of cookies or software and the download of any documents, files or software made available to you on this website. Further explanations may be provided for specific pages or features of this website in order to help you understand how we, this website and its third parties interact with you and your computer / device in order to serve it to you. Our contact information is provided if you have any questions.

Use of Cookies

This website uses cookies to better the users experience while visiting the website. As required by legislation, where applicable this website uses a cookie control system, allowing the user to give explicit permission or to deny the use of /saving of cookies on their computer / device.

What are cookies? Cookies are small files saved to the user's computer's hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors or use the cookie control system if available upon their first visit.

Website Visitor Tracking

This website uses tracking software to monitor its visitors to better understand how they use it. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information.

Downloads & Media Files

Any downloadable documents, files or media made available on this website are provided to users at their own risk. While all precautions have been undertaken to

ensure only genuine downloads are available users are advised to verify their authenticity using third party anti-virus software or similar applications.

We accept no responsibility for third party downloads and downloads provided by external third party websites and advise users to verify their authenticity using third party anti-virus software or similar applications.

Contact & Communication with us

Users contacting us through this website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use.

Where we have clearly stated and made you aware of the fact, and where you have given your express permission, we may use your details to send you information through a mailing list system. This is done in accordance with the regulations named within this Notice.

Email Mailing List & Marketing Messages

Email marketing messages may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of subscriber data relating to engagement, geographic, demographics and already stored subscriber data.

External Website Links & Third Parties

Although we only look to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website. (External links are clickable text / banner / image links to other websites.)

Shortened URL's; URL shortening is a technique used on the web to shorten URL's (Uniform Resource Locators) to something substantially shorter. This technique is especially used in social media and looks similar to this (example: https://tinyurl.com/yh45kw48 Users should take caution before clicking on shortened URL links and verify their authenticity before proceeding.

We cannot guarantee or verify the contents of any externally linked website despite our best efforts. Users should therefore note they click on external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Social Media Policy & Usage

We adopt a Social Media Policy to ensure our business and our staff conduct themselves accordingly online. While we may have official profiles on social media platforms users are advised to verify authenticity of such profiles before engaging with, or sharing information with such profiles. We will never ask for user passwords or personal details on social media platforms. Users are advised to conduct themselves appropriately when engaging with us on social media.

There may be instances where our website features social sharing buttons, which help share web content directly from web pages to the respective social media platforms. You use social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page. You can find further information about some social media privacy and usage policies in the resources section below.

Website Hosting

Our CMS (Content Management System) is supplied to us by Greenhouse Schools Online. We have worked with Greenhouse and added a pop up box to the homepage to ensure that all visitors are informed about the (minimal) cookie usage of our school website, to highlight the cookie policy and provide consent.

Greenhouse - Customer Privacy Notice - Google Docs

Contact Details

	Name	Email	Telephone
Brunel Academies Trust Data Protection Lead	Rob Reeve	gdpr@brunel.org.uk	01793 286620
Brunel Academies Trust Data Protection Officer	One West	i-west@bathnes.gov.uk	01225 395089
Brunel Academies Trust Digital Media and Marketing Coordinator	Lorna Braid	braidl@brunel.org.uk	

Resources & Further Information

Guide to the UK General Data Protection Regulation (UK GDPR) | ICO

Data Protection Act 1998 (legislation.gov.uk)

The Privacy and Electronic Communications (EC Directive) Regulations 2003 (legislation.gov.uk)

Guide to Privacy and Electronic Communications Regulations | ICO

Privacy Policy – Privacy & Terms – Google