

## Lodge Day Nursery website privacy policy

The Lodge Day Nursery is part of Ipswich School. This policy ("Website Privacy Policy") sets out how Ipswich School, a charity registered in England and Wales (with charity number 310493) and having its principal address at 25 Henley Road, Ipswich, Suffolk IP1 3SG ("we", "our" or "us"), will treat information we learn about you when you visit our website available at <http://www.ipswich.school> ("the Website").

Processing relevant personal data of pupils and their parents or guardians is a necessary part of the operation of Ipswich School. This Website Privacy Policy and our [Website Terms](#) set out the basis on which any personal data from visitors to our Website is collected. Please note that our Website uses cookies; please see our Cookies Policy (<http://www.ipswich.school/cookies.aspx>) for more information. Please note that we may revise this Website Privacy Policy at any time in accordance with paragraph 8.

For the purposes of the Data Protection Act 1998, the data controller is Ipswich School of 25 Henley Road, Ipswich, Suffolk IP1 3SG. Our data protection registration number is Z6352083.

### 1. What information do we collect?

We may collect, store and use the following kinds of personal information about individuals who visit and use the Website:

(a) information about your computer and about your visits to and use of this Website including your computer's IP address, geographical location, browser type, referral source, length of visit, number of page views and navigation around our Website;

(b) information relating to any transactions carried out between you and us on or in relation to this Website, including information relating to any payments you make for services (such as payments to attend social events, theatre events or sporting activities);

(c) information that you provide to us for the purpose of pupil enrolment, registrations and other administrative or record-keeping purposes, including contact details of pupils and their next of kin;

(d) information that you provide to us for the purpose of subscribing to our email notifications and newsletters, including your email address; and

(e) any other information that you choose to send to us, or which is provided by third parties, including in the context of your relationship with us as a parent, teacher or pupil.

## 2. Using your personal information

Personal information submitted to us via the Website will be used strictly in accordance with the Data Protection Act, for the purposes specified in this Website Privacy Policy, our other school policies or in relevant parts of the Website, and as otherwise permitted or required by law.

By using the Website and submitting your personal information to it you acknowledge and agree that we may use your personal information to:

(a) administer the Website;

(b) improve your browsing experience by personalising the Website;

(c) enable your use of the services available on the Website;

(d) collect payments from you, send to you goods purchased via the Website, and supply to you services purchased via the Website;

(e) provide third parties (such as marketing consultants) with statistical information about our users;

(f) deal with enquiries and complaints made by or about you relating to the Website; and

(g) subject to paragraph 3, to maintain contact with parents, guardians, pupils and former pupils.

(h) Personal Information

As is the standard policy of most websites, Ipswich School automatically gathers information about your computer such as your IP address, browser type, referring/exit pages and operating system. We use this information to improve our website and marketing.

Information provided to us through our online application form to request a visit at the Lodge is sent to the administration staff at The Lodge Day Nursery. This information is collected via Nursery in a Box. You can read their Privacy Policy here:

<https://www.nurseryinabox.com/privacy-policy/>.

Your registration details are also stored so that we can add you to the eyLog system, which updates you on your child/ren's early years education and progress. You can see eyLog's Privacy Policy here: <https://eylog.co.uk/tnc/privacypolicy.php> and Terms and Conditions here: <https://eylog.co.uk/tnc/termservice.php>.

You have the right to ask us to remove all data that we hold on you which is personally identifiable as an individual.

### Information Sharing

We do not share your personal information with any third party.

### Cookies

As is the standard policy of most websites we may use cookies, for example, to keep track of your browsing preferences on our website. Cookies are also used to collect general usage and volume statistical information that does not include personal information.

### 3. Use of your information on the Website and on Social Media Sites

We currently operate accounts in the name of the Lodge Day Nursery and Ipswich School on twitter.com (including the Lodge's main twitter account <https://twitter.com/thelodgenursery> and several Ipswich School department-specific accounts such as <https://twitter.com/IpswichDrama>, <https://twitter.com/ipswichenglish> and <https://twitter.com/IpswichMusic>) and may in the future operate similar accounts on other social media sites such as facebook.com ("Social Media Sites"). Please note that content posted to Social Media Sites may be embedded in or otherwise displayed through the Website but your use of those Social Media Sites (and those sites' use of your personal information) remains subject to their terms and conditions of use.

We may from time to time make use of your information:

(a) for the purpose of celebrating pupils' achievements (including by publishing photographs or videos featuring pupils or their parents or guardians on the Website or on Social Media Sites);

(b) for our fundraising, marketing or promotional purposes (including by publishing photographs or videos featuring pupils or their parents or guardians on the Website or on Social Media Sites); and

(c) for communicating with you by announcements made on the Website or on Social Media Sites.

#### 4. Communication with you

We may use your contact details to communicate with you for the purposes set out above. By submitting your personal information, you agree that we may also use your contact details to:

(a) send you email notifications that you have specifically requested; and

(b) send to you our newsletters and other communications relating to the business of Ipswich School which we think may be of interest to you by post or by email or similar technology, unless you have indicated that you would prefer not to receive these (i) by taking advantage of any opt-out facility in any email we send you; (ii) by means which may be provided on the Website; or (iii) by informing [webmaster@ipswich.school](mailto:webmaster@ipswich.school) that you no longer wish to receive communications from us.

#### 5. Disclosures

We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors or other third parties insofar as reasonably necessary for the purposes set out in this Website Privacy Policy. Such purposes may include the publication of the results of public examinations or other achievements of pupils or disclosure of a pupil's medical conditions where it is in the pupil's interests to do so (for example, in order to seek medical advice, for insurance purposes or to the organisers of school trips).

In addition, we may need to disclose your personal information:

(a) to the extent that we are required to do so by law;

(b) in connection with any legal proceedings or prospective legal proceedings;

(c) 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);

(d) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information; and

(e) as is otherwise reasonably necessary for the operation of the Website and of Ipswich School.

## 6. Security of your personal information

We will, in compliance with the Data Protection Act, take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We will store all the personal information you provide to us via the Website on our secure servers.

You are responsible for keeping your password and user details confidential. We will not ask you for your password (except when you log in to the Website).

## 7. Your rights in relation to information we hold about you

You may instruct us to provide you with any personal information we hold about you. Please note that the rights of access of a data subject under the Data Protection Act are personal to the data subject. We will, however, in most cases rely on a parent's or guardian's consent to process data relating to pupils unless, given the nature of the data processing in question, the pupil's age and understanding, it is unreasonable in all the circumstances to rely on a parent's or guardian's consent. In using the Website, pupils agree that we may disclose their personal information to their parents or guardians.

Any individual wishing to access their personal information should put their request in

writing to Mr P. Wranek, Data Protection Controller, Ipswich School, 25 Henley Road, Ipswich, Suffolk IP1 3SG. We will endeavour to respond to such written requests as soon as is reasonably practical and in any event, within the statutory time limits. Provision of such information will be subject to the supply of appropriate evidence of your identity, and we may charge an administration fee of up to £10.00 for providing this information. We may withhold such personal information to the extent permitted by law. Please be aware that certain data is exempt from the rights of access of a data subject under the Data Protection Act. This may include information which identifies other individuals, information which we reasonably believe is likely to cause damage or distress or information which is subject to legal professional privilege.

Please let us know if any personal information that we hold about you needs to be corrected or updated.

#### 8. Amendments to this Website Privacy Policy

We may update this Website Privacy Policy from time-to-time by posting a new version on this page and, where appropriate, notifying you of the change by email or by an announcement on the Website and/or our Social Media Sites.

#### 9. Contact

If you have any questions about this Website Privacy Policy or our treatment of your personal information, please write to us by email at [gdpr@ipswich.school](mailto:gdpr@ipswich.school) or by post to: Mr P. Wranek, The Data Protection Controller, Ipswich School, 25 Henley Road, Ipswich, Suffolk IP1 3SG.

This Website Privacy Policy was last updated in May 2018.