



**Privacy Notice**  
**for PACT Websites**  
**(including the use of cookies)**

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## 1. Introduction

Under data protection law, individuals have a right to be informed about how our trust 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 PACT websites.**

These websites include: [www.the-pact.co.uk](http://www.the-pact.co.uk) / [www.pact.bham.sch.uk](http://www.pact.bham.sch.uk);  
[www.pahigh.co.uk](http://www.pahigh.co.uk);  
[www.princealbert.bham.sch.uk](http://www.princealbert.bham.sch.uk);  
[www.heathfld.bham.sch.uk](http://www.heathfld.bham.sch.uk);  
[www.hifield.bham.sch.uk](http://www.hifield.bham.sch.uk);  
[www.birchfld.bham.sch.uk](http://www.birchfld.bham.sch.uk);  
[www.suttonparkprimary.co.uk](http://www.suttonparkprimary.co.uk); and  
[www.lakeylanepimary.co.uk](http://www.lakeylanepimary.co.uk).

Prince Albert Community Trust (PACT) is the 'data controller' for the purposes of data protection law. GDPR Sentry Ltd have been appointed as our data protection officer (see 'Contact us' below).

PACT is the data controller for any pages hosted on the websites above. If you follow a link to a service provided by another school, company, government agency or local authority, that organisation will:

- be the data controller;
- be responsible for processing any data you share with them; and
- publish and manage their own privacy notice with details of how to contact them.

## 2. The personal data we collect

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- contact details such as your name, email address and telephone number if you contact us via our websites;
- questions, queries or feedback you leave, including your contact details;
- how you use our emails - for example whether you open them and which links you click on;
- your Internet Protocol (IP) address, and details of which version of web browser you used; and
- information on how you use the site, using cookies and page tagging techniques.

Certain PACT websites use Google Analytics software to collect information about how you use them. This includes IP addresses. The data is anonymised before being used for analytics processing.

Google Analytics processes anonymised information about:

- the pages you visit on certain PACT websites;
- how long you spend on each page;
- how you got to the site; and
- what you click on while you're visiting the site.

We do not store your personal information through Google Analytics (for example your name or address).

We will not identify you through analytics information, and we will not combine analytics information with other data sets in a way that would identify who you are.

## 3. Why we use this data

We collect information through Google Analytics to see how you use our sites and services. We do this to help:

- make sure our sites are meeting the needs of our users; and
- make improvements, for example improving the search functionality on our sites.

We also collect data in order to:

- gather feedback to improve our services;
- respond to any feedback or enquiries you send us, if you've asked us to; and
- send email alerts to users who request them (where this functionality is available).

### Automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## 4. Our lawful basis for using this data

Our legal basis for processing anonymised data for Google Analytics is your consent.

The legal basis for processing all other personal data is that it's necessary to perform a task in the public interest.

## 5. Use of cookies

Cookies are small text files saved on your phone, tablet or computer when you visit a website.

We use cookies on some of our websites to store information about how you use the website, such as the pages you visit.

On any of our websites which use cookies, you will always be presented with a cookie notification window on your first visit. This window will allow you to choose which cookies you're happy for us to use, and you can change these settings at any time. We currently use 2 types of cookie on some of our websites as detailed below.

### Type 1: strictly necessary cookies

Necessary cookies enable core functionality such as security, network management, and accessibility. They always need to be on. You may disable these by changing your browser settings, but this may affect how the website functions. These essential cookies also do things like remembering your progress through a form (for example an expression of interest or feedback form).

### Type 2: analytics cookies

Analytics cookies are cookies that measure website use. We use Google Analytics to measure how you use a website so we can improve it based on user needs. We do not allow Google to use or share the data about how you use the site. Google Analytics sets cookies that store anonymised information about:

- how you got to the site;
- the pages you visit on the site, and how long you spend on each page; and
- what you click on while you're visiting the site.

### Cookies we use

The table below explains some of the cookies we use and why.

Cookie	Name	Purpose
Cookie preference	CookieControl	This cookie is used to remember a user's choice about cookies. Where users have previously indicated a preference, that user's preference will be stored in this cookie.
Universal Analytics (Google)	_ga _gali _gat _gid	These cookies are used to collect information about how visitors use our website. We use the information to compile reports and to help us improve the website. The cookies collect information in a way that does not directly identify anyone, including the number of visitors to the website, where visitors have come to the website from and the pages they visited. <a href="#">Read Google's overview of privacy and safeguarding data.</a>

### How do I change my cookie settings?

You can change your cookie preferences at any time by clicking on the 'C' icon in the bottom left hand corner of our websites (only available where we use cookies). You can then click 'I Accept' to accept all cookies, 'I Do Not Accept' to reject all cookies, or you can adjust the available sliders to 'On' or 'Off' to personalise your choices, clicking the 'X' to save your choices and close the window. You may need to refresh your page for your settings to take effect.

Alternatively, most web browsers allow some control of most cookies through the browser settings. To find information relating to your web browser, visit the browser developer's website. To find out more about cookies, including how to see what cookies have been set, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

To opt out of being tracked by Google Analytics across all websites, visit <http://tools.google.com/dlpage/gaoptout>.

## 6. How we store this data

Personal data is stored in line with the PACT Data Protection and Privacy Policy.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## 7. Who we share data with

The data we collect may be shared with government departments, agencies and public bodies. It may also be shared with our technology suppliers, for example our hosting provider.

We will not:

- sell or rent your data to third parties;
- share your data with third parties for marketing purposes.

We will share your data if we are required to do so by law - for example, by court order, or to prevent fraud or other crime.

## 8. Your rights

You have the right to request:

- information about how your personal data is processed;
- a copy of that personal data;
- that anything inaccurate in your personal data is corrected immediately.

You can also:

- raise an objection about how your personal data is processed;
- request that your personal data is erased if there is no longer a justification for it;
- ask that the processing of your personal data is restricted in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

## 9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance (see 'Contact us' below).

Alternatively, you can raise a concern directly with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

## 10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer detailed below.

Data Protection Officer: GDPR Sentry Ltd

Email: [dpo@the-pact.co.uk](mailto:dpo@the-pact.co.uk)