



Privacy Notice

Introduction

Solent Academies Trust is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the GDPR, the data controller is Solent Academies Trust.

Information we may collect from you

We may collect and process the following data about you:

- Information that you provide by filling in forms on the Website, including, but not limited to; information provided at the time of requesting a prospectus or brochure, subscribing to any service, posting material, or becoming a registered user or if you enter any online competition or promotion sponsored by us
- Information from surveys that we may use from time to time for research purposes, if you should choose to respond to them
- Communications you send to us, for example to report a problem with or submit a comment regarding the Website and
- Details of your visits to the Website, including, but not limited to, traffic data, location data and the resources that you access.

IP addresses and cookies

We may collect information about your PC including where available, your IP address, operating system and browser type for system administration. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve the Website and to deliver a better and more personalised service. They enable us to:

- Estimate our audience size and usage pattern
- Store information about your preferences which will allow us to customise the Website according to your individual interests and
- Recognise you when you return to the Website.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. The 'Help' menu of the toolbar on most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. For more information about cookies and how to stop cookies being installed or how to delete existing cookies from your hard drive visit the following webWebsite: www.allaboutcookies.org

How we process and store your information

The data that we collect from you is processed by the Solent Academies Trust. Staff may be engaged in, among other things, actioning your information requests and the provision of support services.

All information you provide is stored on our secure servers. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the Website, so any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. Remember to close your browser when you have finished your user session. This will help to ensure that others do not access your personal information.

Uses made of your information

We use information held about you in the following ways:

- to provide you with information that you request from us or which we feel may interest you, where you have indicated that you wish to be contacted for such purposes by post, email or telephone
- to ensure that content from the Website is presented in the most effective manner for you and for your computer
- to allow you to participate in any interactive features of our Website which we may make available from time to time, when you choose to do so and
- to notify you about changes to our services.

Disclosure of your information

We may disclose your personal information to third parties:

- in the event that we sell or buy any business or assets, we may disclose your personal data to the prospective seller or buyer of such business or assets.
- if we or substantially all of our assets are acquired by a third party, personal data held by us about our Website users will be one of the transferred assets or
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to protect our rights, property, or safety or those of third parties.

Hyperlinks

The Website may, from time to time, contain hyperlinks to and from internet Websites operated by other organisations. If you follow a hyperlink to any of these Websites, please note that they will have their own privacy notices and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to such Websites.

Access to your information

The GDPR gives you the right to access information held about you. Your right of access can be exercised in accordance with the regulations. Any access request may be subject to a fee not exceeding £25 to meet our costs in providing you with details of the information we hold about you. Please contact the Data Protection Officer if you wish to submit a subject access request.

How to contact us

If you have any questions, comments or requests regarding this privacy notice, please feel free to contact us in any of the following ways: lorraine.swanson@solentacademiestrust.info or by telephone on 023 92 852330 between the hours of 8:30-4:00pm Monday to Friday.

Updates

We reserve the right to change this privacy policy from time to time by changing it on the Website. This privacy policy was last updated on 23/05/18