

# **Dixons Trinity Academy**

## **Policy Documentation**

### **Policy: Website Privacy**

**Responsibility for Review: Principal**

**Date of Last Review: June 2015**

# Website Privacy

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

## Credit

This policy was created using an [SEQ Legal](#) template.

## What information do we collect?

We may collect, store and use the following kinds of personal information:

- information about your visits to and use of this website
- information relating to any transactions carried out between you and us on or in relation to this website
- information that you provide to us for the purpose of registering with us
- information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters
- any other information that you choose to send to us

## Using your personal information

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- administer the website
- improve your browsing experience by personalising the website
- enable your use of the services available on the website
- provide third parties with statistical information about our users – but this information will not be used to identify any individual user
- deal with enquiries and complaints made by or about you relating to the website

We will not, without your express consent, provide your personal information to any third parties for the purpose of direct marketing.

## Disclosures

We may disclose your personal information to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this privacy policy.

In addition, we may disclose your personal information:

- to the extent that we are required to do so by law
- in connection with any ongoing or prospective legal proceedings

- 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)

Except as provided in this privacy policy, we will not provide your information to third parties.

## **Security of your personal information**

We will 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 on our secure (password- and firewall-protected) servers.

You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

## **Policy amendments**

We may update this privacy policy from time to time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

## **Your rights**

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to:

- the payment of a fee (currently fixed at GBP 10)
- the supply of appropriate evidence of your identity

We may withhold such personal information to the extent permitted by law.

## **Third party websites**

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

## **Updating information**

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

If you have any questions about this privacy policy or our treatment of your personal information, please write to us by email to *info@dixonsta.com* or by post to *Dixons Trinity Academy, Trinity Road, Bradford, BD5 0BE*.