



## BARNARD CASTLE SCHOOL

### **Cookie Policy**

This is a whole school policy.

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<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
Reviewed	Bursar (SMM)	April 2018
Approved	Headmaster (ACJ)	April 2018
Next Review	Bursar	April 2019

## 1. ABOUT THIS POLICY

If you use our site to request admissions information then we will normally store your contact details on a database. This is to allow us to send you other related information in the future and we do not sell, trade or offer this information to others.

## 2. DATA PROTECTION

We automatically collect some data about our users' browser actions and patterns. This is aggregate data that does not identify any individual, but instead aids in improving our understanding of our users and their preferences. It also helps us develop our website and audit its use.

## 3. COOKIES

This Website uses cookies, a small piece of information stored on your computer in the form of a file, to allow you to access restricted areas and to monitor usage by tracking which URLs are accessed and the sequence in which they are accessed. We use the following cookies:-

- **Strictly necessary cookies.** These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website or make use of online booking forms.
- **Google Analytics, a web analytics service provided by Google, Inc.** These cookies allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise you when you return to our website. This enables us to personalise our content for you and remember your preferences.
- **Third party cookies** (for example Twitter). Some third party software utilises its own cookies over which we have little or no control. You can find out about their use of cookies by visiting the third parties website. As our Twitter feed is embedded within our website this may store cookies on your device when using this feature.

You may block cookies by activating the setting on your browser that allows you to refuse the setting of some or all cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

## 4. SENDING US AN EMAIL

You may decide to send us personally identifying information, for example, in an electronic mail message containing a question or comment, or by filling out a Web form that provides us this information. We use personally identifying information from email primarily to respond to your requests. We may forward your email to other employees who are better able to answer your questions. We may also use your email to contact you in the future about our programmes that may be of interest.

We want to be very clear: We will not obtain personally identifying information about you when you visit our site, unless you choose to provide such information to us. Providing such

information is strictly voluntary. Except as might be required by law, we do not share any information we receive with any outside parties.

#### **5. USER NAMES AND PASSWORDS**

You are solely responsible in all aspects for all use of and for protecting the confidentiality of any usernames and passwords that may be given to you or selected by you for use on our website.

#### **6. WEBSITE PRIVACY POLICY**

We have created this statement to demonstrate our firm commitment to your privacy. We do not collect personally identifying information about you when you visit our site, unless you chose to provide such information to us. Providing such information is strictly voluntary.

This policy is your guide to how we will handle information we learn about you from your visit to our website. By accessing the Barnard Castle School website you consent to us collecting the data described.

If we decide to change our privacy policy, all changes will be immediately posted to this site.