HERITAGE MULTI ACADEMY TRUST

EXCELLENCE THROUGH COLLABORATION

Heritage MAT

Website Privacy Notice

Heritage Multi Academy Trust
office@heritagemat.uk
www.heritagemat.uk

New Hey Road
Huddersfield
HD3 4GN
Company number: 07883174

Heritage MAT, an exempt charity and a company limited by guarantee in England and Wales

Heritage MAT is a Multi Academy Trust, with the registered address of New Hey Road, Huddersfield, HD3 4GN.

This privacy notice sets out how Heritage MAT uses and protects any information that you provide when you use this website.

Heritage MAT is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Heritage MAT may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

What we collect
We may collect the following information:

- Name;
- job title;
- contact information including e-mail address;
- demographic information such as address, postcode, preferences and interests;
- other information relevant to customer surveys and/or offers.

What we do with the information we gather
We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping;
- We may use the information to improve our services.

From time to time, we may also use your information to contact you. We may contact you by e-mail, phone or mail. We may use the information to customise the website according to your interests. Before we do so, we will specifically ask your consent first.

Security
We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online in accordance with prevailing data protection legislation applicable to the United Kingdom, including General Data Protection Regulations (GDPR). More information can be found in our Data Protection Policy on our website.

How we use cookies
A cookie is a small file which asks permission to be placed on your computer's hard drive. The file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web

application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Persistent cookies from Google for analytical purposes.
One such cookie tracks number of visits by a unique user and the other tracks where the user came from (e.g. search engine or other link) and where in the world the user is located when accessing the site.

Third party cookies are not set directly by the school but by third-party providers.
In addition to Google's analytical cookies as described above, third party cookies may be set by providers whose services or functionality is embedded in the college website. Such providers include, but may not be limited to, Twitter, YouTube, FaceBook and WordPress.

Links to other websites
Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information that you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information
You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you give specific consent for the information to be used for any purposes requiring consent;
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or e-mailing us at office@heritagemat.uk

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information that we hold about you under prevailing data protection legislation. Please see our Data Protection Policy on our website for more details or contact our Data Protection Officer at Data Privacy Advisory Service Ltd and they can be contacted at dpo@dataprivacyadvisory.com. Our Data Protection Lead is Caroline Munroe and can be contacted at cm@heritagemat.uk .

If you believe that any information we are holding on you is incorrect or incomplete, please write to or e-mail us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Freedom of Information

The academy will comply with the terms of the Freedom of Information Act, and any subsequent legislation, to ensure all information held by the academy is treated in a manner that is fair and lawful. Request for any documents within the scheme which are not available on the academy website, should be directed to the academy by telephone, e-mail or letter. Contact details are as above. To help process requests quickly, any correspondence should be clearly marked: “PUBLICATION SCHEME REQUEST.”