



## King James's School & Boroughbridge High School Federation

### POLICY STATEMENT

# School Website Privacy and Cookie Policy

|                                    |                 |
|------------------------------------|-----------------|
| Policy last reviewed (date)        | September 2025  |
| Ratified by Governors (date)       | September 2025  |
| Next policy review due (date)      | September 2026  |
| Due for review by Governors (date) | September 2026  |
| Staff Lead                         | Network Manager |

#### MISSION STATEMENT:

The privacy notice has been written to inform you about how King James's School and Boroughbridge High School processes your personal data when you visit our school websites, how we use cookies and web analytics to provide a better service.

#### Significant revisions since the last review:

Wording updated to reflect both Federation schools.

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### Section 1: Scope

This Privacy Policy applies to both King James's School and Boroughbridge High School and any users with respect to the school websites, [www.king-james.co.uk](http://www.king-james.co.uk) or [www.boroughbridgehigh.com](http://www.boroughbridgehigh.com). It does not extend to any third-party websites that can be accessed from these websites, including but not limited to any link we provide to social media platforms. These sites will be 'data controllers' in their own right.

For the purposes of the applicable Data Protection Laws, King James's School and Boroughbridge High School are the "data controller". This means that each respective school determines the purposes for which, and the manner in which, your data is processed.

The school has appointed Veritau Ltd as its Data Protection Officer (DPO). The role of the DPO is to monitor the school's compliance with the UK GDPR and Data Protection Act 2018, and advice on data protection issues. If you would like to discuss this privacy notice or the school's use of your data, please contact Veritau or either [admin@king-james.co.uk](mailto:admin@king-james.co.uk) or [schooladmin@boroughbridgehigh.com](mailto:schooladmin@boroughbridgehigh.com) respectively.

Veritau's contact details are:

Schools Data Protection Officer  
Veritau  
West Offices  
Station Rise  
York  
North Yorkshire  
YO1 6GA  
[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk) // 01904 554025



*Please ensure you include the name of your school in all correspondence.*

## **Section 2: Definitions and Interpretations**

1. In this Privacy Policy, the following definitions are used:

|                             |                                                                                                                                                                                                                                                                                    |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Data</b>                 | Collectively all information that you submit to King James's School or Boroughbridge High School via their website.                                                                                                                                                                |
| <b>Data Protection Laws</b> | Any applicable law relating to the processing of personal data, including but not limited to the GDPR, and any national implementing and supplementary laws or legislation.                                                                                                        |
| <b>GDPR</b>                 | UK General Data Protection Regulations                                                                                                                                                                                                                                             |
| <b>User or you</b>          | Any third party that accesses the website that it not either employed by King James's School/Boroughbridge High School or otherwise, providing services to either school and accessing their website in connection with the provision of such services                             |
| <b>Website</b>              | The website that you are currently using, <a href="http://www.king-james.co.uk">www.king-james.co.uk</a> or <a href="http://www.boroughbridgehigh.com">www.boroughbridgehigh.com</a> , and any subdomains of the site unless expressly excluded by their own terms and conditions. |

## **Section 3: Privacy Notice**

### **1. What is our lawful basis for processing your information?**

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(a) - consent
- Article 6(1)(f) – legitimate interest

We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

### **2. Copyright**

All information on this website, including but not limited to graphics, design, text, and images, is subject to the copyright of the school or a third party that has given permission for the school to use the material. The school grants permissions to electronically copy, print to hard copy, or transfer such material, so long as it is for school business only.

### **3. Disclaimer and external links**

The school makes every effort to ensure the content on this website is correct and factual. The school accepts no liability for any inconvenience or loss caused by reliance on any information contained on this website.

The school makes every effort to ensure links to external websites are secure. The school accepts no liability for the privacy practices of those external websites.

#### **4. What rights do you have over your data?**

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided above.

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113 or via their [live chat](#). Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form on [Contact us | ICO](#).

#### **5. Changes to this notice**

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

## **Section 4: Cookie Policy**

### **1. About this cookie policy**

This Cookie Policy explains what cookies are and how we use them, the types of cookies we use, the information we collect using cookies, how that information is used, and how to control the cookie preferences. Consent can at any time change or be withdrawn from the Cookie Declaration on our website

### **2. What are cookies ?**

Cookies are small text files that are used to store small pieces of information. They are stored on your device when the website is loaded on your browser. These cookies help us make the website function properly, make it more secure, provide better user experience, understand how the website performs, and to analyse what works and where it needs improvement.

### **3. How do we use cookies ?**

As most of the online services, our website uses first-party and third-party cookies for several purposes. First-party cookies are mostly necessary for the website to function the right way, and they do not collect any of your personally identifiable data.

The third-party cookies used on our website are mainly for understanding how the website performs, how you interact with our website, keeping our services secure, providing advertisements that are relevant to you, and all in all providing you with a better and improved user experience and help speed up your future interactions with our website.

#### 4. What types of cookies do we use ?

**Essential:** Some cookies are essential for you to be able to experience the full functionality of our site. They allow us to maintain user sessions and prevent any security threats. They do not collect or store any personal information.

**Statistics:** These cookies store information like the number of visitors to the website, the number of unique visitors, which pages of the website have been visited, the source of the visit, etc. These data help us understand and analyse how well the website performs and where it needs improvement.

**Functional:** These are the cookies that help certain non-essential functionalities on our website. These functionalities include embedding content like videos or sharing content of the website on social media platforms.

**Preferences:** These cookies help us store your settings and browsing preferences like language preferences so that you have a better and efficient experience on future visits to the website.

The below list details the cookies used in our website.

| COOKIE                                    | DESCRIPTION                                                                                                                                                            |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>cookielawinfo-checkbox-analytics</b>   | This cookie is set by GDPR Cookie Consent plugin. The cookie is used to store the user consent for the cookies in the category "Analytics".                            |
| <b>cookielawinfo-checkbox-functional</b>  | The cookie is set by GDPR cookie consent to record the user consent for the cookies in the category "Functional".                                                      |
| <b>cookielawinfo-checkbox-necessary</b>   | This cookie is set by GDPR Cookie Consent plugin. The cookies is used to store the user consent for the cookies in the category "Necessary".                           |
| <b>cookielawinfo-checkbox-others</b>      | This cookie is set by GDPR Cookie Consent plugin. The cookie is used to store the user consent for the cookies in the category "Other".                                |
| <b>cookielawinfo-checkbox-performance</b> | This cookie is set by GDPR Cookie Consent plugin. The cookie is used to store the user consent for the cookies in the category "Performance".                          |
| <b>viewed_cookie_policy</b>               | The cookie is set by the GDPR Cookie Consent plugin and is used to store whether or not user has consented to the use of cookies. It does not store any personal data. |

#### 5. How can I control the cookie preferences ?

Should you decide to change your preferences later through your browsing session, you can click on the “Manage consent” tab on your screen. This will display the consent notice again enabling you to change your preferences or withdraw your consent entirely.

In addition to this, different browsers provide different methods to block and delete cookies used by websites. You can change the settings of your browser to block/delete the cookies. To find out more about how to manage and delete cookies, visit [wikipedia.org](http://wikipedia.org), [www.allaboutcookies.org](http://www.allaboutcookies.org).

## **Section 5: Website Analytics**

### **1. Google Analytics**

Because we want to make sure our web content is the best that it could possibly be, we use something called Google Analytics to collect information about how people use this website.

Google Analytics collects information about:

- What pages you visit on this website,
- How long you are on this website,
- What you did to get here (through another website or by search engine),
- What you clicked on when visiting this website,
- The number of times a word is searched for and the number of negative returns of a search result.

We do not collect any personal information (such as your name) only the above activity.

This is an example of how we store this data and how long we keep it for:

| <b>Name</b>   | <b>Typical Content</b>                                                                                                     | <b>Expires</b>              |
|---------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>utma</b>   | randomly generated number                                                                                                  | 2 years                     |
| <b>_utmb</b>  | randomly generated number                                                                                                  | 30 minutes                  |
| <b>_utmc</b>  | randomly generated number                                                                                                  | when you close your browser |
| <b>utmz</b>   | randomly generated number                                                                                                  | 2 years                     |
| <b>_utmxx</b> | randomly generated number                                                                                                  | 2 years                     |
| <b>_utmz</b>  | randomly generated number and data on how the site was reached (e.g. direct or via a link, organics search or paid search) | 6 months                    |

For more information about Google Analytics and to opt out of Google Analytics all together please see: <http://tools.google.com/dlpage/gaoptout>