



How We Use Your Information Privacy Notice for 3rd Parties

Introduction

1. This Privacy Notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information.
2. Heartlands Community Trust (the “**Trust**”) Trust operates Heartlands High School and The Grove (the “**Schools**”). The Trust is ultimately responsible for how the Schools handles your personal information. In this privacy notice, we use the term "Trust" to mean both the Schools and the Trust.
3. If you have any questions about this notice please contact the Data Protection Officer for the Trust, Leslie Boodram, at: leslie.boodram@heartlands.haringey.sch.uk.

Privacy Notice

4. When someone visits the Trust website, we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns (further information about this is available on our Cookies Policy). We do this to find out things such as the number of visitors to the various parts of the site.
5. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up-front about this. We will make it clear when we collect personal information and will explain what we intend to do with it. At the current time, we do not collect any personally identifiable information through our website, other than the information which users freely provide as noted below.
6. The Trust will only use the personal information submitted on this site to respond to the query and correspondence: that information collected in response to you using the email address given on the Contact Us page. Your information will not be shared with any third parties unconnected with Trust.
7. We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law. Anyone is able to contact us via: office@heartlands.haringey.sch.uk. This email are sent to an inbox which are monitored daily, and reviewed and forwarded to the relevant members of staff who are best placed to respond. All email traffic sent and received by members of Trust staff are subject to the requirements of our *Staff ICT Acceptable UsePolicy*.
8. Anyone making a complaint to the Trust will do so under the procedures outlined in the Trust’s *Complaints Policy* which is published on Trust websites. Any personal information that we receive, process and store as a result of a complaints process will be retained in line with our *Records Retention Policy* (which is available from our school offices on request).

Privacy and links to other websites

9. 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 other websites*. Therefore, we cannot be responsible for the protection and privacy of any information which 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.

Security

10. 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 any information we collect online. Our *Data Security Policy* has further details, and is available on request. Our *Data Retention Policy* (available on request) details how long we retain all categories of personal information for, and the ways in which we ensure that it is safely destroyed.

Your rights

11. You may request details of personal information which we hold about you under the GDPR and the Data Protection Act 2018. Details of how to do this are provided in our *Data Protection Policy*, which is available on the Trust websites.
12. If we do hold information about you we will:
 - give you a description of it
 - tell you why we are holding it
 - tell you who it could be disclosed to
 - let you have a copy of the information in an intelligible form
13. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at office@heartlands.haringey.sch.uk.

Acceptance of the terms outlined in this Privacy Notice

14. By using this our websites, you signify your assent to the arrangements outlined in this Privacy Notice. If you do not agree with Trust Privacy Notice, please do not use our sites. We reserve the right, at our discretion, to change, add or remove portions of this Privacy Notice from time to time. Your continued use of the Trust websites following the posting of changes to this Privacy Notice means you accept the changes we make; we will not notify visitors to our sites of any changes in any other way.

Further information

- This privacy notice does not, and is not intended to, give you any rights which you did not already have. For example, it does not give you any additional employment or contractual rights.
- **Contact:** If you would like any further information about anything within this notice please contact the Data Protection Officer, their contact details are: Mr Leslie Boodram, at leslie.boodram@heartlands.haringey.sch.uk.
- Please speak to the Data Protection Officer if:
 - you would like us to update the information we hold about you; or
 - you would prefer that certain information is kept confidential.

- **ICO:** If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office: ico.org.uk.