Privacy Notice – Visitors to the Sir John Deane's Sixth Form College Website

The Sir John Brunner Foundation (the Foundation) uses a third-party service (Google Analytics) to track visitor use of the Sir John Deane's Sixth Form College website and to compile statistical reports on website activity. This notice outlines how the Foundation will handle your personal information.

Why does the Foundation collect Personal information?
We do this to perform our public task to find things out such as the number of visitors to various parts of our website. For information about how Google Analytics uses your personal information, please see https://policies.google.com/privacy?hl=en and https://support.google.com/analytics/answer/6004245.

Who has access to your data?
Your information will be shared internally, including with members of College staff where access to the data is necessary for the performance of their roles.
Your data will not be transferred to a country outside of the European Economic Area, unless GDPR compliance is assured.

What personal information does the Foundation collect?
- Standard internet log information and visitor patterns of behaviour;
- The request by your browser to the server hosting the website, which includes the IP address, the date and time of connection and the page you ask for;
- We obtain certain types of information when your web browser accesses our website via the use of Cookies. Cookies are text files placed on your computer to collect standard internet log information and behaviour information. You can set your browser not to accept cookies, however in a few cases, some of our website features may not function as a result.

How is this collected?
It is collected using Google Analytics and data cookies. For more information about the cookies we use please see https://www.sjd.ac.uk/privacy-cookie-policy/

How long does the Foundation keep personal information?
We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation).

What if you don't provide the data?
If you do not provide the data you may not be able to access the full range of information held on our website.

How does the Foundation protect data?
The Foundation takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by appropriate employees in the performance of their duties.

What are your rights?
As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The Foundation will only use "legitimate interests" as grounds for processing in a very few situations.

If you would like to exercise any of these rights, please contact the data protection officer at dataprotection@sjd.ac.uk.

What if I am not happy with how the Foundation handles my concerns?
If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

Who is the Data controller?
The Sir John Brunner Foundation.

Who is the Data Protection Officer and how do I contact them?
The following have responsibility for Data Protection within the Foundation:
- **The Sir John Brunner Foundation** – Kathryn McBurnie - McBurnie_K.sjbf@sjd.ac.uk
- **Sir John Deane's Sixth Form College** – Laura Lawson - dataprotection@sjd.ac.uk