



## COOKIES POLICY

Replaces:	Privacy and Cookies Policy (May 2016)
Review Approved by F&GP:	June 2019
Approved by Board:	July 2019
Next Review:	July 2022
Policy Owner:	Data Protection Officer

### **Vision**

Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Our vision is that it will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God; a community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be men and women of courage who are alive to the needs of humanity and committed to making a better world.

### **Introduction**

The College aims to be an educational community which gives expression to the core values of Mary Ward - freedom, justice, sincerity, truth, joy, excellence and internationality.

Loreto College has the highest expectations of personal, academic and professional excellence. This document sets out the College's policy and guidance on the procedures we follow to safeguard and preserve the privacy of our website visitors. In doing so, the college will be mindful not only of its legal obligations but of its core values and respect for the dignity and worth of all those who use its website.

This Privacy Policy explains what happens to any personal data that you provide to us, or that we collect from you whilst you visit our site. If this privacy policy changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures that you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

### **Information We May Collect**

In running and maintaining our website we may collect and process the following data about you:

- Information about your use of our site including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data.

- Information provided voluntarily by you. For example, when you register for information or make an application
- Information that you provide when you communicate with us by any means.
- Other information relevant to customer surveys

### **Use of Cookies**

Cookies provide information regarding the electronic device used by a visitor. We may use cookies where appropriate to gather information about your device in order to assist us in improving our website.

We may gather information about your general internet use by using the cookie.

Where used, these cookies are downloaded to your device and stored on the device's hard drive. Such information will not identify you personally. It is statistical data. This statistical data does not identify any personal details whatsoever

You can adjust the settings on your device to decline any cookies if you wish. This can easily be done by activating the reject cookies setting on your device.

### **[Other] third party cookies**

When you use this website, you may also be sent the following third party cookies, which may be used for the following purposes:

- Typekit.net - The Typekit service is used to deliver this font for use on this website. It is provided by Adobe and is subject to these Terms of Use - [http://www.adobe.com/products/eulas/tou\\_typekit](http://www.adobe.com/products/eulas/tou_typekit)
- Google webfonts - The Google webfont service is used to deliver fonts for use on this website and is provided by Google. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>.]

### **Use of Your Information**

We use the information that we collect from you to understand your needs and provide a better service. In addition to this we may use the information for one or more of the following purposes:

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

We may use the information to customise the website according to your interests.

### **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 procedure to safeguard and secure the information we collect online.

### **Emailing Us**

If you wish to e-mail Loreto College, you will need to provide certain personal details including your name and email address. This material will be used to verify the email address and confirm the mailer is content with us to proceed with processing the

email. While all reasonable precautions have been taken to ensure the security of this website and the transmission of these emails, this website assumes no responsibility for the timeliness, deletion, miss-delivery or interception when emails are transmitted from this website to the College's email system.

### **Disclosing Your Information**

We will not disclose your personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

- Where we are legally required by law to disclose your personal information.
- To further fraud protection and reduce the risk of fraud.

### **Access to Information**

In accordance with the General Data Protection Regulation 2018 you have the right to access any information that we hold relating to you.

### **Contacting Us**

You may contact us by:

emailing us at [dataprotection@loreto.ac.uk](mailto:dataprotection@loreto.ac.uk)

or writing to us at

Helen Green  
Data Protection Officer  
Loreto College  
Chichester Road South  
Manchester  
M15 5PB