PRIVACY AND COOKIES POLICY

Last reviewed:	October 2023
Approved by Governors:	October 2026
Next Review:	October 2027

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.

This Privacy Policy supplements other notices and privacy policies and is not intended to override them. Our Data Protection Policy and this privacy policy can be found on our website at www.loreto.ac.uk

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 including internet protocol (IP) address, [your login data – if website visitors create/use an account], browser type and

version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this website.

- Information provided voluntarily by you. For example, when you register for information or make an application (including name, username or similar identifier, title, and gender)
- Information that you provide when you communicate with us by any means (including email address and telephone number)
- Other information relevant to customer surveys

The information you provide will be used and retained in line with our Data Protection Policy which can be found via the college web site.

Use of Cookies

Cookies are small files of letters and numbers which are stored by your browser on your device, if you agree, and which help provide information:

- regarding the electronic device used by you and distinguish you from other users of our website.
- where appropriate, about your device in order to assist us in improving our website and in order to provide you with a good experience when browsing our website
- about your general internet use

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

Our website uses the following cookies:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our website. These essential cookies are always enabled because our website won't work properly without them. They include, for example, cookies that enable you to log into secure areas of our website, such as our student, staff and parent portals.
- **Analytical or performance cookies.** These allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise you when you return to our website. This enables us to personalise our content for you, and remember your preferences (for example, your choice of language or region).
- **Targeting cookies.** These cookies record your visit to our website, the pages you have visited and the links you have followed. This information may be used by other websites for advertising.

[Other] third party cookies

When you use the 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
- 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: https://www.google.com/privacypolicy.html
- Google Analytics which is used to allow us to optimise our website to improve the user experience.

The website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites or their cookies and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

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.
- To improve our products and services.

We may also 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; or
- Where you have otherwise provided your consent to do so

Access to Information
In accordance with Data Protection legislation including the Data Protection Act 2018 and the UK General Data Protection Regulation you have the right to request access to any information that we hold relating to you.

Contacting Us
You may contact us by:

emailing us at dataprotection@loreto.ac.uk

or writing to us at

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