



WICKERSLEY
PARTNERSHIP
TRUST.

Website Privacy and Cookie Policy

DATE: February 2024

OWNED BY: Senior Marketing and Communications Manager

APPROVED BY: Trust Board

WICKERSLEY PARTNERSHIP TRUST

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 wickersleypt.org **CEO:** Mrs H O'Brien



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This policy does not form part of the contract of employment and from time to time may be altered following consultation and negotiations with recognised Trade Unions. Any changes will be communicated to employees with reasonable notice. The policy may vary from time to time on a case-by-case basis in consultation and agreement with Union Representatives.



1. Introduction

This privacy policy sets out how Wickersley Partnership Trust (WPT) uses and protects any information that a user gives WPT when using its website (<https://www.wickersleypt.org>), its recruitment portal or the websites of its schools.

WPT is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our websites, then you can be assured that it will only be used in accordance with this privacy statement.

2. Scope

This policy applies to all users of the Trust website, its recruitment portal and the websites and subdomains of Trust schools:

<https://www.wickersleypt.org>
<https://www.ashwoodprimary.org>
<https://www.astonhallschool.co.uk>
<https://www.astonlodgeprimary.org>
<https://www.brinsworthwhitehill.org>
<https://www.cliftonschoool.org>
<https://www.foljambepprimary.co.uk>
<https://www.thegainsboroughacademy.org.uk>
<https://www.monkwoodprimary.org>
<https://www.rawmarsh.org>
<https://www.rawmarshsandhill.org>
<https://www.thrybergh.com>
<https://www.thryberghprimary.org>
<https://www.wickersley.net>

3. What We Collect

Via contact forms on our websites, we may collect the following information:

- Name and job title
- Contact information including phone number and email address
- Other information as submitted by the user

Recruitment Portal

WPT collects and processes personal information from job applicants for legitimate recruitment purposes. This includes data provided through application forms and cover letters submitted during the application process.

4. Purpose of Data Collection

The information collected via contact forms on our websites is used to facilitate communication between us and our users. Users may use the contact forms for general enquiries, or as part of our Careers provider access requirements.

The information collected as part of the recruitment process is used for recruitment and employment-related purposes, including assessing qualifications, verifying identity, conducting interviews, and assessing suitability for employment. Personal data will be processed in accordance with applicable data protection laws. Please refer to the Data Protection Policy for further information.

Our websites prioritise the protection of your privacy and the lawful processing of your personal data. In accordance with applicable data protection laws, we collect and utilise your personal information based on the lawful basis we have identified. This includes processing your data based on our legitimate interests, such as improving our services, ensuring the security of our website, and conducting analytics to enhance user experience. WPT does not use your personal data in any way that is incompatible with these lawful bases, and we are committed to transparently communicating our data processing practices to you.

5. Data Security

WPT is committed to ensuring that a website user's information is secure. In order to prevent unauthorised access or disclosure, WPT have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information collected online. Please refer to the Data Protection Policy for further information.

6. Cookies

Cookies are small text files that are stored on a user's device (computer, tablet, smartphone, or any other device) when a website is visited. These cookies are used to collect information about a user's browsing behaviour and preferences.

Cookies help web developers provide users with a better website viewing experience, by enabling the monitoring of pages visited. A cookie in no way gives WPT access to a user's computer or any information about a user, other than the data a user chooses to share with WPT.

By using our websites, you consent to the use of cookies in accordance with this Policy. You may adjust your cookie preferences through your browser settings at any time.

7. Types of Cookies Used

Necessary Cookies: These cookies are essential for the operation of our websites. They enable a user to navigate a website, use its features, and access secure areas. Without these cookies, some services, such as the login system, cannot be provided.

Analytics and Performance Cookies: WPT uses Google Analytics to analyse website traffic and user behaviour. These cookies help us to understand how visitors interact with our website and improve its performance. We also use Google Analytics cookies to integrate Google Search Console for monitoring and optimising search engine performance.

Functional Cookies: Functional cookies are used to remember your preferences, such as language and display settings, to enhance your user experience.

Advertising Cookies: We do not use advertising cookies.

8. Google Analytics and Search Console

Google Analytics: We use Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses cookies to collect information about your use of our website. This information is transmitted to and

stored by Google on servers in the United States. Google uses this information to evaluate your use of our website, compile reports on website activity for us, and provide other services related to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law or where such third parties process the information on Google's behalf. For more information about Google Analytics cookies and how to opt-out, please visit Google's Privacy Policy and Opt-Out page.

Google Search Console: We use Google Search Console to monitor and optimise the presence of our website on Google Search. Google Search Console may also use cookies to provide its services. For more information about Google Search Console and its cookies, please refer to Google's Privacy Policy.

9. Third-Party Cookies

We use third-party plugins on our websites, including Classic Editor, Elementor, Elementor Pro, LiteSpeed Cache, Wordfence, and Yoast SEO. These plugins may also set cookies on your device to provide their respective services. We do not control the use of these cookies, and we recommend that you review the cookie policies of these third-party providers for more information.

Our websites utilise caching in order to facilitate a faster response time and better user experience. Caching potentially stores a duplicate copy of every element of a page that is on display. All cache files are temporary, and are never accessed by any third party, except as necessary to obtain technical support from the cache plugin vendor.

10. Cookie Control

You can manage and control cookies on our websites through your browser settings. Most web browsers allow you to block or delete cookies, and some offer the option to accept only specific types of cookies. Please refer to your browser's settings for more information.

11. Links to Other Websites

WPT websites contain links to other websites that users may find useful, such as SEND information and support. WPT cannot be held responsible for content accessed once a user has accessed an external link.

12. Your Rights

Depending on the lawful basis above, you may also have the right to:

- Request access to your personal data
- Request that your personal data is corrected if it is inaccurate
- Request that we stop using your personal data in certain circumstances
- Request that we remove or delete your personal data where we are not obliged to retain it
- Request that we temporarily review or restrict the use of your personal data
- Request that we don't make automated decisions, or decisions based on profiling, that affect your rights

13. Contacting the WPT Data Protection Officer

For any queries about this Privacy Notice, or to make an information rights request, please contact our Data Protection Officer. You can do this by:

- Emailing: dpo@wickersleypt.org

- Writing to: FAO The Data Protection Officer, Wickersley Partnership Trust, Swanage Court, Dodds Close, Bradmarsh Business Park, Rotherham, S60 1BX.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. If you have already raised an issue with us and you are not satisfied with how your personal data has been handled, you also have the right to complain directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

14. Links to Other WPT Policies

- WPT Data Protection Policy
- WPT Website Terms and Conditions
- WPT Recruitment Policy





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