



WEBSITE POLICY

THIS POLICY WAS APPROVED:	SPRING 2020
POLICY VERSION:	1.0
THIS POLICY WILL BE REVIEWED:	SPRING 2021
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	DIRECTOR OF ICT
THIS POLICY WAS CONSULTED WITH:	TRUST MARKETING MANAGER
THIS POLICY WAS DISTRIBUTED TO:	ACADEMIES LEADERSHIP GROUP

WEBSITE POLICY

1. Introduction

- 1.1 Anglian Learning and the individual schools within the Trust have websites to support communication to the wider community of the Trust's activities. This policy details the purpose, use and management of the websites and details the procedures to be followed in order to ensure that the Trust complies with the General Data Protection Regulations and the Data Protection Act.
- 1.2 The Trust will have due regard to the Freedom of Information Act 2000, the Protection of Freedoms Act 2012, the Human Rights Act 1998 and to Safeguarding requirements.
- 1.3 This policy and the procedures therein detailed, applies to all of the Trust's websites and information posted on the website is managed and monitored in accordance with this policy.

2. Safeguarding and Child Protection

- 2.1 The Trust will always seek parents' consent or preferences as to whether they wish for their child's image to be visible on a website.
- 2.2 Anglian Learning operates the following policy on its website regarding the use of photographs, to ensure the privacy and safety of pupils:
 1. Where pupils are named, only their first names are given and no photograph of that pupil is displayed.
 2. Where a photograph is used which shows a pupil, no name is displayed.

By observing these points, the Trust ensures that visitors to the website cannot link images of pupils to names of pupils.

- 2.3 No other private information about pupils is ever published on the website such as surnames or contact details.

3. Website Privacy Policy for Users

- 3.1 We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

4. Information about website visits

- 4.1 We may collect information about your computer and your visits to this website such as your IP address, geographical location, browser type, referral source, length of visit and number of page views.
- 4.2 We use this information for IT security and to ensure the smooth running of the website.
- 4.3 We collect this data under the "legitimate interest" lawful basis of GDPR.

4.4 We will not, without your express consent, provide your personal information to any third parties for the purpose of direct marketing.

4.5 The information that is logged as a result of your visit to our websites is stored securely and deleted after 365 days.

5.0 Other disclosures

5.1 In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this privacy policy, we may disclose information about you:

1. To the extent that we are required to do so by law;
2. In connection with any legal proceedings or prospective legal proceedings;
3. Except as provided in this privacy policy, we will not provide your information to third parties.

6.0 Restrictions

6.1 You must not republish material from this website (including republication on another website), or reproduce or store material from this website in any public or private electronic retrieval system;

6.2 You must not reproduce, duplicate, copy, sell, resell, visit, or otherwise exploit our website or material on our website for a commercial purpose, without our express written consent.

7.0 Limitation of liability

7.1 Whilst we endeavour to ensure that the information on this website is correct, we do not warrant its completeness or accuracy.

8.0 Complaints procedure

8.1 Complaints concerning the Trust's use of the websites should be made in writing to the Director of ICT.

9.0 Policy review

9.1 The Trust's usage of the website and the content of this policy shall be reviewed annually by the Director of ICT with reference to the relevant legislation or guidance in effect at the time.