**Passion5Excellence Website Privacy Policy**

**Version May 2018**

**Overview**

Passion5Excellence, and its www.p5e.co.uk website, is committed to protecting your right to privacy as a user of our online service. It is our policy to respect the privacy of private communication. We collect information about our users in order to help us continually improve the service we offer. P5E will always adhere to the GDPR Legislation. This GDPR and Privacy Policy is effective from 25th May 2018 and only relates to the www.p5e.co.uk and service and does not extend to your use of the Internet outside of the p5e website and service.

**What data do we collect?**

We will collect personal data as provided to us during the contact us form process including:

* forename and surname
* email address
* opt-in preferences

which you agree to supply us as accurate. We may hold personal data in order to maintain and improve the service we offer.

**Legal basis for processing the data**

P5E uses the information collected on its website for the following purposes:

* to supply the service requested or by you;
* to contact you by post, phone, or email (as specified during opt-in);
* to respond to enquiries and complaints;
* to comply with legal and regulatory obligations;
* to send you information about our services that we believe is relevant to you;
* to evaluate, develop and improve our service to you;
* to make sure any marketing messages we send you are relevant to you;

It is within our legitimate interests to make sure that the information we hold about our website users is well-managed, that our users are provided with a high standard of service, and to protect the interests of our pupils and staff.

If we believe that your use of the website is unlawful or damaging to others, we reserve the right to disclose the information we have obtained through the website about you to the extent that it is reasonably necessary in our opinion to prevent, remedy or take action in relation to such conduct.

**Will the data be shared with any third parties?**

We do not sell your personal information to any third party.

However, we use a third party called Campaign Monitor, an email marketing platform who provide a variety of services, tools and resources to help manage our email marketing and automated campaigns. Campaign Monitor are GDPR compliant.

**How long will the data be stored for?**

We will keep your information for a maximum of 12 months, although you have the option to unsubscribe or opt-out at any time, and will receive no further communications from us.

**What rights does the data subject have?**

You have the right to:

* ask us to remove your personal information from our systems
* ask us to amend or change the information we hold about you on our systems, and we will do so on your request.
* withdraw any permission you have previously given to allow us to use your information;
* ask us to stop or start sending you marketing messages;
* ask us to send you (or someone you nominate) a copy of the information we hold about you;

We may disclose personal data if required to do so by law or in good faith believe that such action is necessary to (a) conform with the edits of the law or comply with any legal process served on us or our website; and (b) protect and defend the rights of us, our website or users of our website.

If we believe that your use of the website or service is unlawful or damaging to others, we reserve the right to disclose the information we have obtained through the website or service about you to the extent that it is reasonably necessary in our opinion to prevent, remedy or take action in relation to such conduct.

To use any of the rights set out above, or to discuss any other issue relating to your information, please contact us via the methods set out in the ‘Contact us’ section.

**How we protect your information**

We store your personal details on a secure server. This means that we use encryption technology and firewalls to protect your information from being accessed by anyone else.

Access is restricted to a limited number of authorised persons who need the access in order to administer our website or ensure its functionality, especially with regard to technical support.

**Data breaches**

We will report any unlawful data breach of this website’s database or the database(s) of any of our third party data processors to any and all relevant persons and authorities within 72 hours of the breach if it is apparent that personal data stored in an identifiable manner has been stolen.

**How to contact us**

We welcome your views about our Privacy Policy and if you have questions or suggestions regarding the protection of your personal data processed in connection with the use of our website, please send an email to p5excellence@outlook.com

**Your consent**

By registering with us and continuing to use the service, you give your consent to the use of your personal data as set out in this Privacy Statement.

**Changes to our privacy policy**

This privacy policy may change from time to time in line with legislation.

**General Information about this website**

This website is hosted in data centres in the United Kingdom. From time to time, we may transfer hosting from one location to another.

All traffic (transferral of files) between this website and your browser is encrypted and delivered over HTTPS.

**Use of Cookies**

Like most websites, this site uses Google Analytics (GA) to track user interaction.

We use this data to determine the number of people using our site, to better understand how they find and use our web pages and to track their journey through the website.

Although Google Analytics records data such as your approximate geographical location, device, internet browser and operating system, none of this information personally identifies you to us.

Google Analytics makes use of cookies. So what exactly is a ‘cookie’ and how is it used? A cookie is a small file of letters and numbers downloaded on to your web browser when you access most websites. Cookies allow a website to recognise your preferences when you return to a site (language, shopping basket contents etc). A cookie itself does not contain or collect information. However, when it is read by a web server it can help a website deliver a more user friendly service.

The website server which sends the cookie uses this number to recognise you when you return to a site or browse from page to page. Only the server that sent a cookie can read, and therefore use, that cookie. Cookies are important in order for the internet to provide a more customised experience.

This website does not store any information that would, on its own, allow us to identify individual users of this service without their permission. Any cookies that may be used by this website are used either solely on a per session basis or to maintain user preferences. Cookies are not shared with any third parties.

Disabling cookies on your internet browser will stop Google Analytics from tracking any part of your visit to pages within this website. Information on deleting or controlling cookies is available at [www.AboutCookies.org](http://www.aboutcookies.org.uk/).

By using our website, you agree that we can place these types of cookies on your device.

**Contact Form**

Should you choose to contact us using the contact form on our Contact Us page, the form collects your name, email address and consent preferences so that we can correspond with you.

None of the data that you supply will be stored by this website or passed to/be processed by any other third party data processors.