Privacy Policy – Use of Cookies On Our Website

The Green Room School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
October 2019	October 2020		1	

Introduction

We use cookies to ensure that we give you the best experience on our website. If you continue browsing on our site we'll assume that you accept this use of cookies.

What are Cookies?

Cookies are small pieces of data stored on a site visitor's browser. They are typically used to keep track of the settings users have selected and actions they have taken on a site.

Why do we use Cookies?

Our company is hosted on the Wix.com platform. Wix uses cookies for many important reasons, such as:
- To provide a great experience for our visitors.
- To identify our registered members
- To monitor and analyze the performance, operation and effectiveness of Wix's platform.
- To ensure our platform is secure and safe to use.

How we use Cookies

Type of Information we collect
We receive, collect and store any information you enter on our website eg via our Contact Us form or provide to us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; location, browser type, length of visit, page views and navigation paths. The source of this usage data is Google Analytics. We may measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name, email and comments).

How we collect information

When you fill out our contact form on our website, as part of the process, we collect personal information you give us such as your name and email address. Your personal information can be used for being contacted by us.

Why we collect such personal information?

We collect such Non-personal and Personal Information for the following purposes:
- For managing our relationship with parents / carers, pupils, community, councils etc
- To be able to contact our Visitors and Users with important notices
- To be able to communicate via newsletters
- To comply with any applicable laws and regulations.

How we store, use, share and disclose site visitors' personal information?

Our website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to provide our website for you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall. We never pass on your data to any 3rd parties.

How do we communicate with site visitors?

We only contact you with our latest newsletter, if you have requested to be contacted and there is an option to be removed from our mailing list.

How do we use cookies and other tracking tools?

Type:
First-party cookies: Cookies that Wix places on our site.
Third-party cookies: Cookies that are placed and used by third parties. Eg Google Analytics.
Duration:
Session (transient) cookies: These cookies are erased when site visitors close their browsers and are not used to collect information from their computers. They typically store information in the form of a session identification that does not personally identify the user. Persistent (permanent or stored) cookies: These cookies are stored on a site visitor's hard drive until they expire (at a set expiration date) or until they are deleted. These cookies are used to collect identifying information about the user, such as web surfing behavior or user preferences for a specific site.

Category:
Strictly necessary cookies: These are the cookies that let visitors browse through our site. They are also necessary for security reasons.
Functional cookies: These cookies "remember" registered visitors/customers in order to improve their user experience.

Useful Links
https://www.allaboutcookies.org/

These links explain how to access cookie settings in various browsers:
Cookie settings in Firefox
Cookie settings in Internet Explorer
Cookie settings in Google Chrome
Cookie settings in Safari (OS X)
Cookie settings in Safari (iOS)
Cookie settings in Android

To opt out of being tracked by Google Analytics across all websites, visit this link: http://tools.google.com/dlpage/gaoptout

How can site visitors withdraw their consent?

If you don't want us to process your data anymore, please contact us at nikki@thegreenroomschool.com

Privacy Policy updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

Questions and your contact information

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at nikki@thegreenroomschool.com

This policy is approved by the Head of The Green Room School

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