Privacy Notice Trust Parent Portal

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Documentation Distribution

Please delete as applicable

All staff / volunteers	**N**
Governing Body	**N**
Parents on request	**Y**
Published on School website	**Y**
ISI requirement to be available on request	**N**
ISI requirement to be on School website	**N**
Parent Portal	**Y**
Staff Hub	**N**
ISI Portal	**N**
Limited Internal Use Only (state recipients)	

This policy is considered a 'live' document and will be updated as statutory guidance is released

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Vision, Mission and Values

Our Vision
Where every child finds joy in their pursuit of brilliance

Our Mission
We continue to craft a more joyful education.

- Cultivating a vibrant learning experience, motivating us to pursue our individual best.
- Providing a festival of opportunity, enabling us to discover new passions and develop new talents.
- Building a kind-hearted community, inspiring us to enhance the lives of others.

Our Values
Be Compassionate
Because a caring community fosters belonging.
We expect our community to show kindness to people of all ages, genders and ethnicities, maintaining campuses where every person feels joyful and energised.
Be Courageous
Because fortune favours the brave.
We challenge our community to stand up for what is right, providing them with a safe environment where they can take bold action in pursuit of brilliance.
Be Curious
Because wisdom can be found off the beaten track.
We encourage our community to discover unlikely passions and hidden niches, releasing them into a wealth of opportunities inside and outside the classroom.
Be Conscientious
Because dedication is a spearhead of success.
We ask our community to throw themselves wholeheartedly into every endeavour, taking responsibility for their journey and inspiring others to do the same.

Policy Principles/Aims:

This notice deals with two sources of data, that obtained directly from you and that obtained from others or elsewhere.

Statutory Guidance:

- UK Data Protection Act 2018
- ICO UK GDPR
- EU Data Protection Directive 1995 (DPD)
- EU General Data Protection Regulation 2018 (UK GDPR)

Associated Trust Policies:

- Trust Privacy Policy
- Parent Contract

- Trust Retention of Records Policy
- Website Privacy Notice

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Introduction

This Privacy Notice explains when and why St Bede's School Trust Sussex (the Trust) Parent Portal collects personal data, how we keep it secure and the rights you have in reference to your data. This policy applies to all members of the Trust's Parent Portal community.

1. Our beliefs regarding user privacy and data protection

The following are the Trust's beliefs regarding user privacy and data protection:

a) Privacy and data protection are human rights.
b) We have a duty of care to people within our data.
c) Data is a liability, it should only be collected and processed when absolutely necessary.
d) We will never sell, lease or otherwise distribute or make public your personal information.

2. Relevant legislation

The Trust Parent Portal is designed to comply with the following national and international legislation with regards to data protection and privacy:

a) UK Data Protection Act 2018
b) ICO UK GDPR
c) EU Data Protection Directive 1995 (DPD)
d) EU General Data Protection Regulation 2018 (UK GDPR)

By complying with the above legislation, all of which are stringent, this site is likely compliant with the data protection and privacy legislation set out by many other countries and territories. If you are unsure about whether this site is compliant with your own country of residence's specific data protection and user privacy legislation, you should contact the Data Compliance Manager, details of whom can be found in section 11, for clarification.

3. Collection of personal data

This website collects and uses personal information from data sources such as iSAMS. This is in order to ensure that all staff and parents can adequately use all sections of the website. To access all of the provisions provided by the Trust's Parent Portal additional consent is required, for example you must 'opt in' in order to become part of the parent directory.

3.a. Site visitor tracking

This site uses Google Analytics (GA) to track user interactions. We use this data to determine the number of people using our site, to better understand how they find and use our website and to see their journey through the website.

Although GA records data such as your geographical location, device, internet browser and operating system, none of this information personally identifies you. GA also records your internet connections IP address which could be used to personally identify you but Google do not grant us access to this. We consider Google to be a third party data processor (see section 8 below).

GA makes use of cookies, details of which can be found on Google's developer guides. Our website uses the analytics.js implementation of GA.

4. How we store your personal information

Personal information relating to yourself and the children you act as a guardian for is stored in our system in a secure fashion using the latest, best of breed, cloud solutions provided by Amazon Web Services. For further information on Amazon Web Services privacy notices please use the following link: https://aws.amazon.com/privacy/.

5. Cookies

schoolportal.bedes.org put small files (known as 'cookies') onto your computer/device to collect information about how you browse the site. This enables us to understand how the site is used and to make improvements.

Cookies are used to:

a) measure how you use the website so it can be updated and improved based on your needs
b) remember the notifications you have seen so that we don't show them to you again

It should be noted that schoolportal.bedes.org cookies are not used to identify you personally.

When you use the website for the first time you will see a message informing you that the site makes use of cookies, you will continue to see this message until such a time that you dismiss this notice. Once dismissed, you will not see this notice again unless you remove all of the cookies the schoolportal.bedes.org has set.

To find out more about how to manage these cookies please read the further information below.

5.a. How cookies are used

The following section describes which cookies are used on the Trust's Parent Portal and how.

5.a.i. Measuring website usage (Google Analytics)

We use Google Analytics software to collect information about how you use schoolportal.bedes.org. We do this to help make sure that the site is meeting the needs of its users and to help us make improvements.

Google Analytics stores information about:

a) The pages you visit on schoolportal.bedes.org
b) How long you spend on each schoolportal.bedes.org page
c) How you got to the site
d) What you click on while you're visiting the site
e) We do not collect or store your personal information (for example your name or address), so this information cannot be used to identify who you are.

We do not allow Google to use or share our analytics data.

Name	Purpose	Expires
_ga	This helps us count how many people visit schoolportal.bedes.org by tracking if you've visited before	2 years
_gid	This helps us count how many people visit schoolportal.bedes.org by tracking if you've visited before	24 hours
_gat_stryver	Used to manage the rate at which page view requests are made	10 minutes

Google Analytics sets the following cookies:

You can opt out of using Google Analytics cookies.

5.a.ii. Cookie Notice

You may see a pop-up cookie notice message when you first visit schoolportal.bedes.org. We will store a cookie so that your computer knows you have seen it and knows not to show it again once you have dismissed the message.

Name	Purpose	Expires
cookieconsent_status	Saves a status to let us know that you've seen our cookie message	1 year

5.a.iii. Application Server

The application server software used creates two cookies that are used to track your session whilst you are on site, so that you remain logged into the site for the duration of your visit.

Name	Purpose	Expires
CFID	Used in conjunction with CFTOKEN this cookie helps to uniquely identify a client device (browser) to enable the site to maintain user session variables	1 year
CFTOKEN	Used in conjunction with CFID this cookie helps to uniquely identify a client device (browser) to enable the site to maintain user session variables	1 year

6. About this website's server

This website is hosted by Amazon Web Services (AWS) with an EU based data centre located in Dublin, Ireland. Details on AWS's security can be found in the security section of the AWS website here.

7. Our third party data processor

We use two third party data processors which have been carefully chosen as they comply with the legislation set out in section 2.0. These data processors are:

a) Online New Media Limited, provides the My School Portal service that powers this site.
b) Google LLC, (Privacy Policy)

Please note: Google is located outside of the EU but are EU-U.S. Privacy Shield compliant.

8. 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. We will do this within the 72 hours of the breach taking place if it is apparent that personal data stored in an identifiable manner has been stolen.

9. Data Controller

The data controller of the website is St Bede's School Trust Sussex, a charitable company registered in England and Wales.

10. Data Compliance Manager

The Data Compliance and Development Manager can be contacted by telephone or email at gdpr@bedes.org

11. Change to our privacy notice

This privacy policy may change from time to time in line with legislation or industry developments. We will not explicitly inform our clients or website users of these changes. Instead, we recommend that you check this page occasionally for any policy changes. Specific policy changes and updates are mentioned in the changelog below.