

## **Privacy Policy for SWIFT South Website (September 2021)**

### **About**

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

### **Who are we?**

Education South West is a Multi Academy Trust which includes Kingsbridge Community College (hereafter known as Kingsbridge). Kingsbridge is the lead school for Kingsbridge Teaching School Hub and SWIFT South (previously SWTSA). SWIFT South is a Strategic Partner in South West Institute for Teaching (hereafter known as SWIFT). Until April 2021, SWIFT was called Teaching Schools South West or TSSW.

Education South West is the legal entity that owns and manages the SWIFT South website ([www.sw-ift-south.org.uk/](http://www.sw-ift-south.org.uk/)).

Education South West and SWIFT South collect, use and are responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom). Education South West is responsible as 'controller' of that personal information for the purposes of those laws.

Education South West's privacy notices can be found [here](#)

### **The personal information we collect and use**

We process data relating to individuals who have chosen to visit the SWIFT South website. Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- How often and for how long the website is visited
- Which pages of the website visitors accessed most frequently
- The pages after which visitors left the website
- Where visitors come from, e.g. from search engines or referring pages
- Which keywords visitors used to find the website in search engines
- Which browsers and browser versions visitors used
- Information supplied by a user to SWIFT South through a contact us form

To protect your personal data, the SWIFT South website does NOT use profiling cookies. Visitors IP address and browser string are saved anonymously so that they

cannot be traced back to the individual user. The SWIFT South website does use technical cookies, which are used to provide a smooth-running website. User consent is not required for technical cookies.

### **Why we use this data**

The purpose of processing this data is to allow SWIFT South to:

- Administer the website
- Analyse website visitor behaviour, e.g. total number of visits, which pages are visited most frequently, etc.
- Collect information through a contact us form on the website so we can respond to enquiries

### **How long your personal data will be kept**

We will hold your personal information securely and retain it until you notify us you wish us to remove it from our site.

### **Who we share your personal information with**

We share your personal information with SWIFT who may be required to respond to enquiries.

We will share personal information with law enforcement or other authorities if required by applicable law.

### **Your Rights**

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact the Education South West Data Protection Office (DPO) Zoe Williamson.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Who to Contact**

Please contact the Education South West Data Protection Office (DPO) Zoe Williamson to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

The DPO can be contacted by email: [zoe.williamson@educationsouthwest.org.uk](mailto:zoe.williamson@educationsouthwest.org.uk)

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.