

PRIVACY POLICY

This Privacy Policy governs the manner in which St. Vincent's Parent's Association (SVPA) collects, uses, maintains and discloses information collected from users (each, a "User") of the www.svpa.org.uk website ("Site"). This privacy policy applies to the Site and all activities and services conducted by SVPA.

Disclaimer

SVPA is committed to the highest standard of quality information and every attempt has been made to present up-to-date and accurate information. However, SVPA gives no warranty as to the accuracy of the information on this website and accepts no liability for any loss, damage or inconvenience caused as a result of reliance upon such information.

Copyright

All material on this website, including text and graphics, is copyright to SVPA unless otherwise stated. It is strictly forbidden for any other parties to use images from this website. All other use of this material may only be made with the express written permission of SVPA.

SVPA is committed to the highest standards of quality of information. If you think that there are any errors or out of date information please notify us (explaining which page contains the error). Thank you for your help.

While every care has been taken in the compilation of this information, SVPA will not be held responsible for any loss, damage or inconvenience caused as a result of inaccuracy or error within these pages.

SVPA does not endorse any external linked sites and is not responsible for their content.

1.0 WHO WE ARE

Our website address is: www.svpa.org.uk

Your privacy is very important to you and us. We shall therefore only use your name and other information which relates to you in the manner set out in this Privacy Policy. We will only use your personal information in a way that is fair to you. We will only collect information where it is necessary for us to do so and we will only collect information if it is relevant to our dealings with you.

We will only keep your information for as long as we are either required to by law, or as is relevant for the purposes for which it was collected.

2.0 RELEVANT LEGISLATION

Along with our business and internal computer systems, this website is designed to comply with the following national and international legislation with regards to data protection and user privacy:

- UK Data Protection Act 1988 (DPA)
- EU Data Protection Directive 1995 (DPD)
- EU General Data Protection Regulation 2018 (GDPR)

3.0 PERSONAL INFORMATION THAT THIS WEBSITE COLLECTS AND WHY WE COLLECT IT

This website collects and uses personal information for the following reasons:

3.1 Contact forms and email links

The information you submit using contact forms on this website will be dealt with by SVPA administrators. We will treat your information with respect and only retain it for as long as is necessary to deal with your enquiry.

3.2 Email newsletter

If you choose to join our registered list of users, the email address that you submit to us will be forwarded to MailChimp who provide us with email services. We consider MailChimp to be a third party data processor (see section 6.0 below). The email address that you submit will not be stored within this website's own database or in any of our internal computer systems.

Your email address will remain within MailChimp's database for as long as we continue to use MailChimp's services for email or until you specifically request removal from the list. You can do this by unsubscribing using the unsubscribe links contained in any email newsletters that we send you or by requesting removal via email. When requesting removal via email, please send your email to us using the email account that is subscribed to the mailing list.

If you are under 16 years of age you MUST obtain parental consent before joining our email newsletter.

While your email address remains within the MailChimp database, you will receive periodic emails from us regarding to matters related to school life.

3.2 Google Analytics (GA)

We use GA software to collect information about how you use the website. We do this to help make sure the site is meeting the needs of its users and to help us make improvements.

GA stores information about:

- the pages you visit
- how long you spend on each page
- how you got to the site
- what you click on while you're visiting the site

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 also collect data in order to:

- improve the site by monitoring how you use it
- respond to any feedback you send us, if you've asked us to.

We consider Google to be a third party data processor (see section 6.0 below).

GA makes use of cookies, details of which can be found on Google's developer guides.

3.3 Cookies

Our Site may use "cookies" to enhance User experience. User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent.

4.0 HOW WE STORE YOUR PERSONAL INFORMATION

We do not store any personal data within this website's database.

4.1 Who we share your data with

We do not sell, trade, or rent Users personal identification information to others.

4.2 How long we retain your data

For users that register on our website, if any, we store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time. Website administrators can also see and edit that information.

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

4.3 What rights you have over your data

You can request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

4.4 Where we send your data

We do not store or send any personal data on this website.

5.0 HOW WE PROTECT YOUR DATA

5.1 Security

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.

5.2 About this website's servers:

This website is hosted by Tortilla Hosting.

Details relating to their security policies can be found at: <https://www.tortilla-hosting.com>

6.0 OUR THIRD PARTY DATA PROCESSORS

We use a number of third parties to process personal data on our behalf. These third parties have been carefully chosen and all of them comply with the legislation set out in section 2.0. Both of these third parties are based in the USA and are EU-U.S Privacy Shield compliant.

- Google (Privacy policy)
- Mailchimp (Privacy policy)

7.0 YOUR ACCEPTANCE OF THESE TERMS

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

10.0 CONTACTING US

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at hello@svpa.org.uk