Beaumont Leys School Community User Privacy Policy

Privacy

We know that you are concerned with how your personal information is dealt with. This privacy policy sets out our current policies and demonstrates our commitment to your privacy. We may change the content or services found on our website at any time with notice, and consequently our privacy policy may change at any time in the future. You agree to visit this page regularly and your continued access to or use of the website will mean that you agree to the changes.

Using your personal information

We may collect, store and use the following kinds of personal information:

- Information about your computer and about your visits to of this website including your IP address, geographical location, browser type, referral source, length of visit and number page views.
- Information relating to any transactions carried out between you and us on or in relation to this website.
- Information that you provide to us for the purpose of registering with us.
- Information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters.

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website. We may use your personal information to:

- Administer the website.
- Send statements and invoices to you and collect payments from you.
- Send you general (non-marketing) commercial communications to the extent that you have consented.
- Send you email notifications which you have specifically requested.
- Provide third parties with statistical information about our users - but this information will be anonymised and not be used to identify any individual user.
- Deal with enquiries and complaints relating to this website.

Where you submit personal information for publication on our website we will publish and otherwise use that information in accordance with the license you grant us.

Payment Terms

We collect, but do not store, payment card details that you/client users on your account register against your customer account to pay for your bookings. Payment card details are only stored by our payment service providers in their own secure systems.

When you make payments via the supported payment options in our system, we store the payment reference, the name of the person paying, and the status of the payment, which may include details as to why the payment failed.

As a data processor, we will also pass the payment method details to your chosen payment provider (Stripe), for the purposes of payment processing only. In all cases, the client will have had to review the data on the online form, submit it, and provide strong customer authentication details when requested by their card issuer or bank before the details are stored by the payment provider and can be used by us to process payments and refunds relating to your bookings.

Booking Form Terms (only applicable if the organisation has booking forms enabled)

Booking Form responses:

The booking form responses that you submit are transmitted securely and stored securely by Jotform, in some cases using third party server providers like Amazon Web Services or Google Cloud in the EU region, on behalf of clients of BookingsPlus. BookingsPlus is responsible for managing this data. A form may ask you to provide personal information or data. If you have any questions about a form which a BookingsPlus Customer has sent to you or given you access to fill in, or about the data to be provided in the form, please contact BookingsPlus directly.

Cookies

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We use two specific types of cookies on this website:

- Session cookies, which are temporary cookies that remain as a cookie file on your computer until you close your browser (at which point they are deleted).
- Persistent or stored cookies that remain permanently on the cookie file of your computer.

We will use the session cookies to keep track of you whilst you navigate the website. We will use the persistent cookies to enable our website to recognise you when you visit.

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users computers. The information generated related to our website is used to create reports about the use of the website. Google will store this information.

Most browsers allow you to reject all cookies. For example, in Internet explorer you can refuse all cookies by clicking “Tools”, “Internet Options”, “Privacy” and selecting “Block all cookies” using the sliding selector. Blocking all cookies will, however, have a negative impact upon the usability of many websites.

Disclosures

Your information will be stored on servers located in the United Kingdom. We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy. All such parties are obliged to treat your information in accordance with the scope of your consent and the law in their contracts with us.

In addition, we may disclose your personal information:

- to the extent that we are required to do so by law.
- in connection with any legal proceedings or prospective legal proceedings.
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

In the event of any of the above occurring we shall inform you of any such disclosure if lawfully permitted to do so.

Except as provided in this privacy policy we will not provide your information to third parties.

Contacting Us

If you would like to update, receive, vary or delete any information we hold on you please contact us at GDPR@beaumontleys.leicester.sch.uk.