



PRIVACY POLICY

Approved Governors:	May 2016
Next Review:	March 2019

Vision

Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Our vision is that it will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God; a community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be men and women of courage who are alive to the needs of humanity and committed to making a better world.

Introduction

The College aims to be an educational community which gives expression to the core values of Mary Ward - freedom, justice, sincerity, truth, joy, excellence and internationality.

Loreto College has the highest expectations of personal, academic and professional excellence. This document sets out the College's policy and guidance on the procedures we follow to safeguard and preserve the privacy of our website visitors. In doing so, the college will be mindful not only of its legal obligations but of its core values and respect for the dignity and worth of all those who use its website.

This Privacy Policy explains what happens to any personal data that you provide to us, or that we collect from you whilst you visit our site. If this privacy policy changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures that you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

Information We May Collect

In running and maintaining our website we may collect and process the following data about you:?

- Information about your use of our site including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data.
- Information provided voluntarily by you. For example, when you register for information or make an application
- Information that you provide when you communicate with us by any means.
- Other information relevant to customer surveys

Use of Cookies

Cookies provide information regarding the electronic device used by a visitor. We may use cookies where appropriate to gather information about your device in order to assist us in improving our website.

We may gather information about your general internet use by using the cookie. Where used, these cookies are downloaded to your device and stored on the device's hard drive. Such information will not identify you personally. It is statistical data. This statistical data does not identify any personal details whatsoever. You can adjust the settings on your device to decline any cookies if you wish. This can easily be done by activating the reject cookies setting on your device.

Use of Your Information

We use the information that we collect from you to understand your needs and provide a better service. In addition to this we may use the information for one or more of the following purposes:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional email about new products, special offers or other information which we think you may find interesting using the email address you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail.

We may use the information to customise the website according to your interests. Where your consent has been provided in advance we may allow selected third parties to use your data to enable them to provide you with information regarding unrelated goods and services which we believe may interest you. Where such consent has been provided it can be withdrawn by you at any time.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedure to safeguard and secure the information we collect online.

Emailing Us

If you wish to e-mail Loreto College, you will need to provide certain personal details including your name and email address. This material will be used to verify the email address and confirm the mailer is content with us to proceed with processing the email. While all reasonable precautions have been taken to ensure the security of this website and the transmission of these emails, this website assumes no responsibility for the timeliness, deletion, miss-delivery or interception when emails are transmitted from this website to the College's email system.

Email alerts and Newsletters

If you sign up to receive e-mail alerts we will use the information you give us to provide the service(s) you have requested. We will not share your email address with 3rd parties without your prior consent.

If you have used an on-line form on the website to sign up for an e-mail alert service, you can correct, update or remove any personally identifiable information by contacting the college (details at the end of the document)

If you sign up for a subscription e-mail service, we will hold the information you have provided for as long as you require access to the service requested. If you inform us that you wish to cancel a subscription we will remove you from our mailing list and your details will be deleted from our records.

Disclosing Your Information

We will not disclose your personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

- Where we are legally required by law to disclose your personal information.
- To further fraud protection and reduce the risk of fraud.

Access to Information

In accordance with the Data Protection Act 1998 you have the right to access any information that we hold relating to you. Please note that we reserve the right to charge a fee to cover costs incurred by us in providing you with the information.

Contacting Us

You may contact us by:

emailing us at dataprotection@loreto.ac.uk

or writing to us at

Data Protection Officer
Loreto College
Chichester Road South
Manchester
M15 5PB