

## **ONA WEBSITE PRIVACY POLICY**

The Newcastle upon Tyne Royal Grammar School (RGS) runs the administrative services of the Old Novocastrians' Association, which includes managing this website and collecting information on behalf of the Old Novocastrians' Association.

RGS is committed to protecting your privacy. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

This privacy policy sets out how we, RGS, use and protect any information that you give us when you use this website.

RGS may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1<sup>st</sup> January 2010.

### **What we collect**

We may collect the following information:

- name and date of birth
- years at RGS
- contact information including postal and email address, telephone number
- demographic information such as postcode
- Information provided to us when you communicate with us for any reason.

### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service for our internal record keeping. In order to be able to offer you a service which you want to use, we may use the information about you to customise this website to make it more relevant to you.

We will use information that you provide by filling in the forms on our website to:

- communicate with you via post, email or telephone, for example, to send you the ONA magazine, various school publications, requests to help with reunions or school activities (e.g. careers), communications from other Old Novocastrians who wish to establish contact with you.
- update the records we hold. By submitting your personal information you are consenting to the RGS holding and using it in accordance with this policy. Data will be retained indefinitely as part of the records of the Old Novocastrians' Association and the Newcastle Royal Grammar School for historical interest.

We will take all reasonable steps to make sure that your data is treated securely and in agreement with this Privacy Policy. Your personal data will not be provided to any third party without your prior written consent, nor will we share your

personal information, including your contact details, with other users without your express permission.

Data is shared confidentially with a small number of third parties who are contracted by the Royal Grammar School and the Old Novocastrians' Association to provide administrative services, including, but not limited to, maintaining the database, maintaining the ONA website and distribution of ONA publications. The data will only be used for these administrative services.

## **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 procedures to safeguard and secure the information we collect online.

## **How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website or how they use any data which they collect. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and check the privacy statement applicable to the website in question.

## **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

You may request details of personal information which we hold about you under the Data Protection Act 1998. The Act allows us to charge a small fee for producing the data. If you would like a copy of the information held on you please write to: Old Novocastrians' Association, Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne, NE2 4DX.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

### **Copyright and use of materials**

All text, photos, graphics and other materials on this website is copyright of the RGS and ONA, unless otherwise stated. For permission to use materials, please contact the ONA office at [ona@rgs.newcastle.sch.uk](mailto:ona@rgs.newcastle.sch.uk).

### **Opt Out**

If you do not want to receive future mailings from us, please contact us in writing to inform us that you would like to opt out or to receive specific mailings only.

### **Update**

This privacy policy may be updated from time to time, so please make sure you check this page regularly.