



# Privacy Notice - Website

Revised	-	September 2025
Signed	-	Executive Head of School
Signed	-	Chair of governors
Next review	-	September 2026

This Privacy Notice has been written to inform you about how The Horizon School processes your personal data when you visit our website. This notice only applies to how the Horizon School uses your data when you visit our website. For more information about how the Horizon School uses personal data in general.

## **Who are we?**

The Horizon School is a 'Data Controller' as defined by Article 4 (7) of the UK GDPR for all processing activities less those with Twitter (X). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

## **What are Analytics?**

Analytics collect standard internet log information and details of visitor behaviour patterns. This is done to find out such things as the number of visitors to the various parts of the site, these are collected through the use of third-party widgets (Google Analytics, 'X', Facebook, Youtube). These will be referred to as cookies throughout this privacy notice.

## **What are cookies?**

A cookie is a small file of text that we store on your browser or the hard drive of your electronic device (computer, phone, or tablet etc). Cookies are anonymous and contain no personal information that will identify you personally.

We use third-party widgets (standalone application that is inserted into the website i.e. a newsfeed or banner) on the site, such as Google Analytics, 'X', Facebook and YouTube. These widgets may set their own cookies, and they also may use cookies that we have no control over. However, the cookie information from each of these sites is usually anonymous, unless you are logged in to those third-party systems while you are on our website.

## **What do we use cookies for?**

We use cookies so that:

- We can distinguish you from other users of our website and provide a good experience
- We can remember the information you've provided us with while on our website, so you don't have to keep re-entering the information whenever you visit a new page
- We can look at how you use our website so that we can improve it for other users.

We do not use cookies to:

- Monitor your usage of other websites (privacy intrusive cookies)
- Collect any personal information about you (without your express permission);
- Collect any sensitive information;
- Pass data to any advertising networks;
- Pass personal data to third parties.

## What cookie types do we use?

Cookie types and expiry:

- **Session cookies** - these are temporary and are erased when you close your browser at the end of your visit, or if you delete them earlier. The next time you visit our website we will not recognise you and will treat you as a completely new visitor.
- **Persistent cookies** - these remain on your hard drive until you erase them or they expire, this is after twelve (12) months.

We may use one or more of the following kinds of cookies:

- **Strictly Necessary Cookies** - these cookies are required for the operation of our website. This can include cookies that will enable you to log into a secure area of our website, e.g. staff, parent/carers or student area. Without these the website will not work as designed. These cookies do not require consent
- **Functionality cookies** - these cookies require consent. They are used to recognise you when you return to our website. The content is then personalised to you and can greet you by name (once in the secure area) or remember preferences that you may set
- **Analytical/performance cookies** - These cookies require consent. They allow us to count and recognise the number of visitors to our site. It also allows us to see when and how visitors navigate our website. Using these cookies helps us improve our website and make popular searched items easier to find. We also use the following widget(s) for this purpose:
- **Google Analytics** is used on our site, a web analytics service provided by Google, Inc. ('Google'). Google Analytics uses cookies to help us analyse how users use the Site. The information generated by the cookie about a user's use of the Site (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating the user's use of the Web Site, compiling reports on Site activity for web site operators and providing other services relating to web site activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate a user's IP address

with any other data held by Google. Users may refuse the use of cookies (as above). By using the Site, the User consents to the processing of data about that user by Google in the manner and for the purposes set out above. For more information on how Google Analytics collects and processes data using cookies, please visit [https://policies.google.com/privacy\\_european\\_requirements](https://policies.google.com/privacy_european_requirements).

- **'X' for Websites** - is a suite of tools bringing 'X' content and functionality to our webpage. This enables the Twitter audience to share our twitter content and follow our feed. For further information on how Twitter collects and processes data using cookies, please visit <https://twitter.com/en/privacy>
- **YouTube** - we embed videos from our official YouTube channel using YouTube's privacy-enhanced mode. This mode may set cookies on your computer once you click on the YouTube video player, but YouTube will not store personally identifiable cookie information for playbacks of embedded videos. For more information on how Youtube collects and processes data using cookies, please visit [YouTube embedding information page](#).

## IP addresses

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns and does not identify any individual.

## How do we obtain consent for the use of cookies?

When you first visit our sites using a new browser, or if you visit in private browsing mode, we will provide you with a cookie's permission banner seeking your consent to use of cookies as required by law.

## How do I erase or opt out of the use of cookies?

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

Find out how to manage cookies on popular browsers:

- [Google Chrome](#)
- [Microsoft Edge](#)
- [Mozilla Firefox](#)
- [Opera](#)
- [Apple Safari](#)

To find information relating to other browsers, visit the browser developer's website.

To opt out of being tracked by Google Analytics across all websites, visit <http://tools.google.com/dlpage/gaoptout>

You can also use specialist software that protects against malicious cookies. These applications can be customised to let you change the content of the cookies you want to receive or will allow to be stored on your device.

## **Purpose and lawful basis for processing**

The lawful basis we rely on to process your personal data is either Article 6(1)(a) of the UK GDPR, for example when we require your consent for the optional cookies we use, or Article 6(1)(f) which allows us to process personal data when it's necessary for our legitimate interests. For example, in order to maintain the integrity of our IT systems and the continuity of our business.

## **What are my rights?**

You have the rights to withdraw consent at any time for the use of optional cookies, as we also process your personal data for legitimate interests as stated above, you have the right to object to our processing of your personal data. There are legitimate reasons why we may refuse your objection, which will depend on why we are processing it.

## **Copyright**

Any information on this website, including but not limited to graphics, design, text, and images are subject to Copyright which belongs to the school or a third party that has given permission for the Horizon School to use this information.

## **Disclaimer and External Links**

The Horizon School makes every effort to ensure the content on this website is correct and factual. The Horizon School accepts no liability for any inconvenience or loss caused by reliance on any information contained on this website.

The Horizon School makes every effort to ensure links to external websites are secure. The Horizon School accepts no liability for the privacy practices of those external websites.

Who to contact if you have concerns over how your personal data is being handled

You can exercise any of your data protection rights by contacting: Kay Peterson at the Horizon School.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the college has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
icocasework@ico.org.uk// 0303 123 1113

## **Media Copies**

Copies of the privacy notice are posted on the Horizon School website electronically and are available in hard copy format from the Horizon School reception.

## **Changes to this notice**

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

## **Approval and review**

This policy statement will be reviewed on an annual basis.

This privacy notice was last reviewed September 2025.

The next review is September 2026.