



# ST ALOYSIUS' COLLEGE

## **Website and Enquirers Retention Policy**

**Last updated: May 2018**

**ICO Registration Number: Z7328006**

Your privacy is important to us. This Retention Policy is where we explain to you how long we may retain personal information that is collected when you visit our site, [www.stalloysius.org](http://www.stalloysius.org).

This policy should be read together with our Privacy Policy and Cookie Policy which together with this Retention Policy describe the manner in which we handle your personal information when you visit our site.

For convenience, we have divided our data protection policies into three separate pages:

### **1. Our Website & Enquirers Privacy Policy**

You can find our privacy policy [here](#) which explains generally how we collect, use, store, and protect the personal information you give us via the website or when making an enquiry.

### **2. Our Cookie Policy**

You can find our cookie policy [here](#) which explains more about how we may collect personal information about you via cookies (it also explains what cookies are).

### **3. Our Website & Enquirers Retention Policy**

Our retention policy, which is this document, explains how long we may hold onto personal information collected or processed by us when you visit our site or make an enquiry.

## **WHO WE ARE**

St Aloysius' College is a company limited by guarantee (SC405951) registered in Scotland. We are a Jesuit school and a charity registered in Scotland (SC042545). Our registered office is 45 Hill Street, Glasgow, G3 6RJ. But, for the purposes of this Privacy Policy, it's just easier if we refer to ourselves as “we”.

## **PURPOSE OF THIS DOCUMENT**

The purpose of the Retention Policy is to explain what personal information we may collect about you when you visit our site or when you correspond with us by phone, e-mail or otherwise (for example, at College open events) at an initial enquiry stage and how long we store that personal information for.

Our Retention Policy is broadly divided into two sections:

- Enquiries via website phone, e-mail or otherwise ; and
- Cookies.

Depending on how you interact with our site and our services we may collect different types of personal information about you. The duration that we retain that personal information will vary depending on how you interact with us. For example, we may retain information about you for a longer period of time if you have asked us to keep you updated about developments in the school.

If you are a parent of a pupil who attends our school, an alumni, a member of staff, or a pupil who is 12 years or older and attending our school then this Retention Policy will apply alongside our additional privacy policies (which will each have different retention periods). These other policies can be found [here](#).

### **ENQUIRIES MADE VIA WEBSITE, EMAIL, TELEPHONE, OR OTHERWISE**

Information we collect about you when you enquire via our website, telephone, email, or otherwise will be held for a period of **1 year** unless you have consented to us contacting you in the future.

### **COOKIES**

You can find more information about the types of cookies that we use and their purpose by visiting our Cookie Policy.

<b>Cookie Name</b>	<b>Purpose</b>	<b>Expiry</b>
<b>site_session</b>	Used to manage your visit to the site	When user exits browser
<b>_utma / _utmb / _utmc / _utmz</b>	Used to improve service	2 years / 30 minutes / when user exits browser

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site. You may also delete any cookies stored on your computer at any time.

You can find out more about changing cookie settings on your computer by visiting <http://www.allaboutcookies.org/manage-cookies/>.

Different cookies may be stored for different periods of time. In many cases these cookies are updated automatically each time you visit our site or may expire and be deleted by your device automatically. Each time you visit our site you start a new “session”. When you leave our site the session ends. The expiry period of a cookie will usually run from the date of the most recent session. This means that, each time you visit our site, the expiry period for those cookies may reset.

It is important to understand that when a cookie is placed on your device it will reside on your hard drive until it expires and is deleted or it may reside on your hard drive until you manually delete it – this entirely depends on your individual browser settings and we do not have control over this.

## **MARKETING AND OTHER COMMUNICATION**

We do not use any of the personal information collected from our site or that you may pass to us by emailing, phoning, or filling out a form for any marketing purposes, unless you have opted-in for us to do so. If you have requested that we get in touch with you then we will only use your personal information to assist us in answering your query, unless otherwise stated by opting in to marketing communications.

## **CHANGES TO OUR RETENTION POLICY**

We may need to change this Retention Policy if it's necessary for legal reasons or to reflect changes to our site and services or the purposes for which we may wish to collect and process your personal information. In any case, the provisions of this Retention Policy may be changed without prejudice to your rights. When we change our Retention Policy we will make the updated Retention Policy available on our site and we will also update the "**Updated**" date.

## **CONTACT US**

If you have any questions, comments or requests regarding our Privacy Policy then please do not hesitate to get in touch with us.

If you wish to contact us about your personal data or exercise any of the rights described above please contact the Data Compliance Lead:

Telephone: **0141 332 3190**

Email: [data@stalloysius.org](mailto:data@stalloysius.org)

Mail: St Aloysius' College, 45 Hill Street, Glasgow G3 6RJ

Policy Owner: Head of Marketing and Communication, Laura Wylie

Version 1 Policy Updated: May 2018

Policy Reviewed by Lawyers: May 2018

Policy Reviewed by Audit Risk and Governance Committee: May 2018

Policy Last Reviewed: November 2020

This policy will be annually reviewed by: Head of Marketing and Communication