LEVENS CE SCHOOL

Website and Cookies Privacy Notice

This privacy notice has been written to inform you about how we process your personal data when you visit our website, and in particular our use of cookies and web analytics.

Who are we?

Levens CE School is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and how it is processed. We will only collect and use your personal data in ways that are compliant with data protection legislation.

We have appointed Veritau Ltd as our Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or Miss Sian Finlay, School Business Manager, office@levens.cumbria.sch.uk or 015935 60694.

Veritau's contact details are:

Schools DPO Service
Veritau
West Offices
Station Rise
York
North Yorkshire
YO1 6GA
schoolsdpo@veritau.co.uk / 01904 554025

Web analytics

Web analytics is the collection and analysis of the data generated when people visit and use a website. This helps the website owner know such things as the number of visitors to various parts of the website, the time they spend on the website and if they return to the website. Various tools are used to produce web analytics, such as Google Analytics, which uses a set of cookies to collect data.

What are cookies?

A cookie is a small file of text that may be saved on the memory or storage of your electronic device (computer, phone, or tablet, etc.) when you visit a website. Cookies are used to improve the way the website works and can be used to remember the information you've provided so that you don't have to re-enter it on subsequent pages.

Two types of cookies are typically used:

Session cookies – these are temporary and are removed when you close your browser or leave a website. These are used to remember visitors as they move from page to page on a website and are typically used to store your basket when using online shopping.

Persistent cookies – these remain on your device for much longer, even after you close the browser or restart the device. They remain until you remove them or they expire, which can be up to 12 months. They are typically used to store information such as your name, language preferences, or login information.

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.

Consent for cookies

Not all cookies require consent. Those which are needed for the operation of the website, known as 'strictly necessary' cookies, do not require consent. Without these cookies, the website cannot work as designed.

We also use other cookies which do not require consent, such as those that enable us to collect information for statistical purposes about how you have used our website, or cookies that allow you to choose the website's appearance and functions.

Other types of cookies do require consent. These include:

- Advertising or marketing cookies, which are used to target advertising on a website.

You can change your cookie preferences at any time through our cookie banner, but please be aware that opting out of cookies may affect your user experience on our website.

What is our lawful basis for processing your information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(a) - consent
- Article 6(1)(f) – legitimate interest

We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

Copyright

All information on this website, including but not limited to graphics, design, text, and images, is subject to our copyright or a third party that has given permission for us to use the material. We grant permission to electronically copy, print to hard copy, or transfer such material, so long as it is for our business only.

Disclaimer and external links

We make every effort to ensure the content on this website is correct and factual. We accept no liability for any inconvenience or loss caused by reliance on any information contained on this website.

We make every effort to ensure links to external websites are secure. We accept no liability for the privacy practices of those external websites.

What rights do you have over your data?

Under the UK GDPR, you have the following rights in relation to the processing of your data:

- to be informed about how we process your personal data. This notice fulfils this obligation.

- to request a copy of the personal data we hold about you.
- to request that your personal data be amended if it is inaccurate or incomplete.
- to request that your personal data be erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data be restricted.
- to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data, you can submit a data protection complaint to us. Please contact us on the details above outlining your concerns.

If we cannot resolve your concerns, then you may also complain to the Information Commission, which is the UK's data protection regulator. Its contact details are below:

The telephone helpline (0303 123 1113) is open Monday to Friday between 9 a.m. and 5 p.m. (excluding bank holidays). Alternative methods to report, enquire, register, and raise complaints are available on the ICO's website here.

Changes to this notice

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

This privacy notice was last reviewed September 2026.