



Privacy Notice and Policy

This website is operated by Partnerships for School Improvement (PfSI) Ltd, whose registered address is: 14 Cattells Lane, Waterbeach, Cambridge, CB25 9NH. PfSI use TSOhost Ltd, a trusted third party website hosting provider to host the domain for our website. The TSOhost Ltd registered address is: Paragon Internet Group Limited t/a Tsohost, 5th Floor, The Shipping Building, Old Vinyl Factory, 252-254 Blyth Road, Hayes, UB3 1HA.

Partnerships for School Improvement (PfSI) Ltd is committed to protecting and preserving the privacy of our visitors when visiting our website or communicating electronically with us.

This policy sets out how we process any personal data we collect from you or that you provide to us through our website. We confirm that we will keep your information secure and that we will comply fully with all applicable UK Data Protection legislation and regulations. Please read the following carefully to understand what happens to personal data that you choose to provide to us, or that we collect from you when you visit this site. By visiting <http://pfsi.org.uk/> you are accepting and consenting to the practices described in this policy.

Who are we?

Partnerships for School Improvement Ltd is currently the largest independent provider of school improvement services to primary schools and academies in Cambridgeshire. We work with headteachers, managers, governors and other leaders to honestly evaluate the quality of their school's provision and identify how to improve.

The collective experience of our partners covers nearly every aspect of primary education. Not only are we experienced consultants, but as ex-headteachers and senior local authority officers we have first-hand experience of the challenges and difficulties school leaders face.

Types of information we may collect from you

We may collect, store and use the following kinds of personal information about individuals who visit and use our website:

Information you supply to us: You may supply us with information about you by filling in forms on our website. This includes information you provide when you submit an enquiry form or when you ask to work with a PfSI Partner. The information you give us may include your name, school name and school e-mail address.

Information our website automatically collects about you: With regard to each of your visits to our website we may automatically collect information including the following:

- **technical information**, including a truncated and anonymised version of your Internet protocol (IP) address, browser type and version, operating system and platform;

- **information about your visit**, including what pages you visit, how long you are on the site, how you got to the site (including date and time); page response times, length of visit, what you click on, documents downloaded and download errors.

We review our retention periods for personal information on an annual basis.

Cookies

TSO hosted websites, including the PFSI website, uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies TSOhost use and the purposes for which they are used, [click here to view the TSOhost Cookie Usage Policy.](#)

How we may use the information we collect

We strongly believe in both minimising the data we collect and limiting its use and purpose to only that *(1) for which we have been given permission, (2) as necessary to deliver the Services you interact with, or (3) as we might be required or permitted for legal compliance or other lawful purposes.* These uses include:

Information you supply to us. We will use this information:

- to provide you with information and/or services that you request from us;
- to send you a PFSI e-newsletter if you have subscribed to receive this;
- to deliver and support you with the PFSI courses and programmes you have booked;
- to manage those CPD services;
- to inform you about other PFSI events/news where requested;

You can unsubscribe to the PFSI e-newsletter at any time, either by clicking on the link in the e-newsletter or by contacting Nigel Battey, PFSI Partner, at nigel.battey@pfsi.org.uk

Information we automatically collect about you. We will use this information:

- to administer our site including troubleshooting and statistical purposes;
- to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- security and debugging as part of our efforts to keep our site safe and secure.

This information is collected anonymously and is not linked to information that identifies you as an individual. We use Google Analytics to track this information. Find out how Google uses your data at <https://support.google.com/analytics/answer/6004245>.

Disclosure of your information - How we protect your data

Partnerships for School Improvement Ltd is committed to keeping your personal data safe and secure. Our security measures include:

- encryption of data;
- regular cyber security assessments of all service providers who may handle your personal data;
- any paper finance records are kept in a secure location.

Any information you provide to us will either be emailed directly to us or may be stored on a TSOhost Ltd secure server. We use TSOhost Ltd, a trusted third party website and hosting provider to facilitate the hosting of this website. TSOhost Ltd meets high data protection and security standards and are bound by contract to keep any information they process on our behalf confidential. Any data that may be collected through this website that TSOhost processes, is kept secure and only processed in the manner we instruct them to. TSOhost Ltd cannot access, provide, rectify or delete any data that they store on our behalf without permission.

We do not rent, sell or share personal information about you with other people or non-affiliated companies.

We will use all reasonable efforts to ensure that your personal data is not disclosed to regional/national institutions and authorities, unless required by law or other regulations.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Third party links

Our site may, from time to time, contain links to and from the third party websites. If you follow a link to any of these websites, please note that these websites have their own Privacy Policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Your rights – access to your personal data

You have the right to ensure that your personal data is being processed lawfully (“Subject Access Right”). Your subject access right can be exercised in accordance with data protection laws and regulations. Any subject access request must be made in writing to Nigel Battey, PfSI Partner, contact details below. Any requests will be responded to within 30 days.

We will provide your personal data to you within the statutory time frames. Any requested changes will be responded to within 30 days. To enable us to trace any of your personal data that we may be holding, we may need to request further information from you. If you have a complaint about how we have used your information, you have the right to complain to the Information Commissioner’s Office (ICO).

You have a choice about whether or not you wish to receive information from us. You can change your marketing preferences at any time by contacting Nigel Battey, PfSI Partner, using the contact details below. Any request will be responded to within 30 days.

Changes to our privacy policy

We keep this Policy under regular review. This Policy was last updated in May 2018.

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to Nigel Battey, Pfsi Partner, and sent either by email to nigel.battey@pfsi.org.uk or in writing to: Nigel Battey, Pfsi Partner, 14 Cattells Lane, Waterbeach, Cambridge, CB25 9NH.