



Excalibur Teaching School Alliance

Privacy Notice

This privacy notice sets out how Excalibur Teaching School Alliance (ETSA) uses and protects any information that you provide us with. Personal information is information about you that is personally identifiable (including name, address, email address, telephone number) that is not otherwise publicly available.

ETSA considers the privacy of its users to be a serious issue. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement. We will never sell, rent or otherwise distribute or make public your personal information.

ETSA may change this policy by updating the website. You should check the website from time to time to ensure that you are happy with any changes.

What we collect

We may collect the following information:

- name, job title and institution
- contact information including email address
- demographic information such as postcode, preferences and interests
- For PGCE applications: other relevant information including information provided to UCAS and to university partners, qualifications and identification

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our courses, events and other services.
- We may periodically send emails about new courses, events and services, or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail.
- For PGCE applications: we may pass information to the relevant university admissions department or to Headteachers of other schools who are involved in recruitment.
- For Professional Development: we may pass information to the relevant training body

Securing your data

ETSA will take reasonable precautions to prevent the loss, misuse or alteration of your personal information. We will store any personal information provided to us securely. Any information passed to third parties, such as identification information for PGCE students, will be transferred securely. Your data will be processed in accordance with the third party's privacy practices.

Website data security

Information about your use of our website and the resources that you access including, but not limited to, traffic data, location data, weblog statistics and other communication data. This information does not identify you as an individual, but only the computer that is being used to view this site. This data is passed to Google Analytics, a web analytics service provided by Google Inc.

How we use cookies

Our website uses cookies, small text files that are stored on your computer and that allow an analysis of website traffic. Google Analytics will use this information to evaluate use of the website, to compile reports on website activity and to provide other services related to website activity and internet usage to the website operator. You can prevent the storage of cookies by a corresponding setting of your browser software; however, please note that if you do this, you may not be able to use all the features of this website.

Links to other websites

Our website contains links to other websites of interest. If you access these links you will leave the ETSA website. ETSA does not control these sites or their privacy practices and cannot be responsible for the protection and privacy of any information you provide while visiting such sites.

Controlling your personal information

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

- whenever you are asked to fill in a form on a website (eg Ticketsource), look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at admintsa@stjohns.wilts.sch.uk

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. 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. We will promptly correct any information found to be incorrect.