



ALVANLEY AND MANLEY VILLAGE SCHOOL

PRIVACY NOTICE - 2026

Introduction

At Alvanley and Manley Village School “We” take your privacy very seriously. We ask that you read this privacy policy carefully as it contains important information about what to expect when we collect personal information about you and how we will use your personal data.

For the purpose of the UK General Data Protection Regulation (Data Protection Act 2018), the data controller is Alvanley and Manley Village School of Manley Road, Avlanley, Cheshire, WA6 9DD, a school registered with the local authority in Cheshire West and Chester.

This policy applies to information we collect about:

- students
- employees and staff
- job applicants

This privacy policy sets out how we use and protect any information that you give us when you use our website. Any information you provide will be retained in line with our Information Retention and Destruction Policy. The policy has been produced with reference to data protection legislation and applies to all personal data, as defined in the legislation.

Alvanley and Manley Village School may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

The information we collect about you

When you attend the school as a pupil, a parent or an employee or prospective employee, we may collect information including but not limited to the following personal information, known as personal data:

- Name
- Postal Address
- Email Address
- Telephone Number

- Date of Birth
- Allergies

This information will only be gathered if you provide the information, it is not gathered by you just visiting the website.

How we will use the information about you

We gather this information to allow us to provide education to children, liaise with parents and also to provide employment to individuals. We will use this information to communicate with you on any matter relating to you, your child or your job.

We use information held about you in the following ways:

- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- to notify you about changes to our services;
- to comply with our record keeping and information storage obligations and policy;
- **Information we receive from other sources.** We will combine this information with information you give to us and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive).

The school does not use any web intelligence software or collect any personal data about users of the website other than aggregated data. We may also aggregate information and statistics for the purposes of monitoring website usage in order to help us to develop our website. These statistics will not include information that can be used to identify you.

DISCLOSURE OF YOUR INFORMATION

We may share your personal information with selected third parties including:

- business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you;
- analytics and search engine providers that assist us in the improvement and optimisation of the Site.

We will disclose your personal information to third parties:

- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation; or
- to protect our rights, property, or safety, or those of our parents, pupils, or others.

No disclosure or transfer of your information will be to persons or entities outside of the European Economic Area (EEA).

Child Protection Policy

The School operates the following policy on its website regarding the use of photographs, to ensure the privacy and safety of pupils at the school:

Where pupils are named, only their first names are given;

Where a pupil is named, no photograph of that pupil is displayed;

Where a photograph is used which shows a pupil, no name is displayed.

By observing these points, the school ensures that visitors to the website cannot link images of pupils to names of pupils.

The school follows a policy of seeking parents' permission before using images which show pupils on the website.

No other private information about pupils is ever published on the website such as surnames or contact details.

How we protect your information

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. We will use all reasonable efforts to safeguard your personal information. However, you should be aware that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the internet.

Access to your information and updating and correcting your information

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please send an email to:

admin@alvanley.cheshire.sch.uk

The Data Protection Manager, Manley Road, Avlanley, Cheshire, WA6 9DD. A request for information on the personal data we are processing on you will be free of charge.

We want to ensure that your personal information is accurate and up to date. If any of the information that you have provided to us changes, for example if you change your email address or name, please let us know the correct details by sending an email to the above email address.

You may ask us, or we may ask you, to correct information you or we think is inaccurate, and you may also ask us to remove any personal data we hold on you at any time.

Your consent

By submitting your personal information you consent to the use of that information as set out in this policy. Your information will be retained in line with the school's Information Retention and Destruction Policy.

Changes to privacy policy

We keep our privacy policy under regular review. If we change our privacy policy we will post the changes on this page, and place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times.

Links to other websites

Our website may contain links to other websites. This privacy policy applies only to this website so when you access links to other websites you should read their own privacy policy.

Dated: January 2026