

Privacy & Cookies Policy

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Our Mission

Inspire ambition and make a positive difference to lives through learning.

Our Values

Learners First - placing the learner at the heart of all we do

Community - working collaboratively to achieve

Empowering - enabling all in a caring environment to achieve their full potential

Excellence - a culture of creativity, high expectations, ambition and aspiration

Diversity - celebrating diversity and inclusivity as a key to our success

Integrity - honesty, openness and trust at the heart of College life

Respect - showing fairness, courtesy and mutual respect

Privacy & Cookies Policy

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1. Privacy & Cookies Policy

- 1.1 This Privacy and Cookies Policy sets out how The Windsor Forest Colleges Group uses and protects any information that you give it when you use the College website.

2. Policy Statement

- 2.1 The Windsor Forest Colleges Group is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it would only be used in accordance with this privacy statement.
- 2.2 The Windsor Forest Colleges Group 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. This policy is reviewed and approved by the College's Senior Leadership Team every 2 years.

2.3 Data Protection Principles

- 2.3.1 Our use of data is governed by our registration under UK GDPR (2021). The College is registered as a data controller with the UK Information Commissioner's Office, and our Data Protection Registration Number is Z465993X.

3. Purpose

- 3.1 This policy explains how we collect, process and use the personal information you supply on our website and how we use cookies. In addition, we explain how you can opt out of the use of cookies and how to access and/or amend the personal information we collect.

4. Scope

- 4.1 This policy covers the ways in which we use information data supplied to us. When users of our website send us personal information, such as their name, email address, etc., the College undertakes:

- Never to sell your details to anyone.
- Not to give your details to any third party without your express agreement.
- Only to use your details in relation to:
 - your specific enquiry, or request.
 - the project, or course, or initiative for which you have submitted details to us.
 - providing you with information about our services and products where you have consented to this.
 - shaping and improving the services we offer.

5. Objective

- 5.1 To set out how The Windsor Forest Colleges Group uses information supplied via the website and the control measures in place.

6. Policy Details

- 6.1 We monitor and record, extensively, connections to and from college servers and cloud based services. We do this for security, statistical, and performance-measurement purposes, and in order to detect and prevent abuse. The monitoring data we collect includes browser type, domain names, traffic volumes, temporal data, IP information, and data posted from web-forms on our site.

- 6.2 We use “cookies” on some parts of our site to improve the quality of the service we offer, especially to enable users with visual impairment to alter the appearance of our site to suit their needs.

6.3 What we collect

- 6.3.1 We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers
- other information required by the College to share with other organisations for the purposes of administration (see The Windsor Forest Colleges Group Privacy Statement)

6.4 What we do with the information we gather

- 6.4.1 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 products and services.
- We may periodically send promotional emails about new products, special offers 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, fax or mail. We may use the information to customise the website according to your interests.

6.5 Security

- 6.5.1 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.

6.6 How we use cookies

- 6.6.1 A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.
- 6.6.2 We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.
- 6.6.3 Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way give us access to your computer or any information about you, other than the data you choose to share with us.
- 6.6.4 You can choose to accept or decline cookies. This may prevent you from taking full advantage of the website.

6.7 Links to other websites

- 6.7.1 Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

6.8 Controlling your personal information

- 6.8.1 You may choose to restrict the collection or use of your personal information in the following ways:
- 6.8.2 Whenever you are asked to fill in a form on the website, 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.
- 6.8.3 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 us at The Windsor Forest Colleges Group, Langley Campus, Station Road, Langley, Berkshire, SL3 8BY or by emailing info@windsor-forest.ac.uk.
- 6.8.4 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. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.
- 6.8.5 You may request details of personal information which we hold about you under UK GDPR 2021. A fee may be payable. If you would like a copy of the information held on you please write to Data Protection Officer, The Windsor Forest Colleges Group, Langley Campus, Station Road, Langley, Berkshire, SL3 8BY.

6.8.6 If you believe that any information we are holding on you is incorrect or incomplete, please write to us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

7. Monitoring, Evaluation & Review

7.1 The College will monitor feedback relating to this policy and will evaluate the impact on the services we provide. This will inform the review of the policy which will take place every 2 years or earlier if necessary.

9. Associated Documents

8.1 UK GDPR Policy