



The
British School
of Monaco

POLICY SECTION: Section 1 – THE SCHOOL AND ITS GOALS

POLICY NUMBER: 1.09

USE OF COOKIES POLICY

EFFECTIVE FROM:29/VII/22

REVIEWED AND REVISED: 06/V/23

NEXT REVIEW DATE: Summer 2024

The British School of Monaco

Cookie Policy

This policy sets out how we will process information collected via the use of the school website. Our Privacy Notice provides more information about how the School may collect, process and store personal data, our lawful basis to do so and your privacy rights.

1. What information do we collect when using our website?

We may collect, store and use the following kinds of personal data:

- information about your computer and about your visits to and use of this website, such as your IP address, geographical location, browser type, referral source, length of visit and number of page views;
- information relating to any transactions carried out between you and us on or in relation to this website;
- information that you provide to us for the purpose of registering with us using any of our online forms;
- information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters;
- any other information that you choose to send to us via our website.

2. Cookies

We use cookies on this website. A cookie is a text file sent by a web server to a web browser, and stored by the browser. The text file is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser. We may send a cookie which may be stored on by your browser on your computer's hard drive. We may use the information we obtain from the cookie in the administration of this website, to improve the website's usability and for marketing purposes. We may also use that information to recognise your computer when you visit our website, and to personalise our website for you.

When you first visit our website we will offer you the option to decline or accept the cookies on this website. You can also change your cookie preference consent with us at any time by adjusting the settings in your browser. Most browsers also allow you to refuse to accept cookies. (For example, in Google Chrome you can refuse all cookies by clicking "Settings", "Privacy & Security", then adjust the settings in the 'Cookie & other site data' section.) This will, however, have a negative impact upon the usability of many websites, including this one.

We will use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at:

<http://www.google.com/privacypolicy.html>.

To find out how Google Analytics uses cookies please visit:

<https://developers.google.com/analytics/resources/concepts/gaConceptsCookies>

3. Social Media

Social media platforms are used by both individuals and organisations or different brands. The British School of Monaco is active on social media, for example on Facebook and Instagram, and uses these platforms to communicate to supporters through a variety of posts. We use cookies and similar technologies (also known as tags/pixels/beacons/floodlights) to personalise content and digital advertising, provide social media features and analyse traffic.

4. Using your personal data

Personal data submitted on this website will be used for the purposes specified in our Privacy Notice or in relevant parts of the website. We may also use your personal information to:

- administer the website;
- improve your browsing experience by personalising the website;
- enable your use of the services available on the website;
- send to you our newsletter and other marketing communications relating to our business which we think may be of interest to you by post or, where you have specifically agreed to this, by email or similar technology. You can inform us at any time if you no longer require marketing communications to be sent by emailing us.
- analyse statistical information about our users, but this information will not be used to identify any individual user;
- deal with enquiries and concerns made by or about you relating to the website .

5. Other disclosures

In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this policy, we may disclose information about you:

- to the extent that we are required to do so by Monégasque law;
- in connection with any legal proceedings or prospective legal proceedings;

- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- as part of our cyber security monitoring we share the Metadata of all traffic deemed to be suspicious with the Police for law enforcement purposes.

6. Policy amendments

We may update this policy from time-to-time by posting a new version on our website. If we make any changes to our use cookies we will ask for your consent again on your next visit to our website.

7. Third party websites

As the school website develops it will contain links to other educational websites. We are not responsible for the privacy policies or practices of third party websites.

8. Updating information

Please let us know if the personal information which we hold about you needs to be corrected, updated or if you have any questions about this policy or our treatment of your personal data.

Monitoring the Effectiveness of the Policy

This policy will be reviewed according to the school's policy review schedule or when the need arises by relevant staff, the Principal and the Governing Body, taking account of students' opinions and concerns, and parental views, where appropriate.

The British School of Monaco is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment.