

Website Privacy Notice

Date Approved: September 2026

Review Date: September 2027



Welcome to the website of Risby Primary School.

We are committed to protecting your privacy and ensuring that any personal information you provide through our website is handled securely and in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Who We Are:

School Name: Risby CEVC Primary School

Address: Aylmer Close, Risby, Bury St Edmunds, IP28 6RT

Telephone: 01284 810367

Email: admin@risbyprimary.com

Data Protection Officer: (DPO)

Name: SBM (School Business Management) Services

Email: info@sbmservices.co.uk

Information We Collect

When you use our website, we may collect:

- Your name (if you complete a form)
- Email address
- Telephone number
- Information contained in your enquiry
- Technical information such as your IP address, browser type and device information
- Website usage information through cookies (where applicable)

*Inspired by the Parable of the Sower (Matthew 13), Risby CEVC Primary School provides the good soil where every child can **Believe, Grow and Shine**, flourishing in God's love.*

Why We Collect Your Information

We use information collected through our website to:

- Respond to enquiries.
- Provide information about the school.
- Process requests submitted through website forms.
- Improve the performance and security of our website.
- Meet our legal obligations.

Cookies

Our website may use cookies to improve your browsing experience and to help us understand how visitors use the website.

Cookies are small text files placed on your device.

You can control or delete cookies through your web browser settings. Disabling some cookies may affect how the website works.

If your website uses a cookie banner or consent tool, visitors will be able to manage their cookie preferences.

Who We Share Information With

We will only share personal information where there is a lawful reason to do so, for example with:

- Our website hosting provider
- IT support providers
- Organisations where required by law
- Regulatory authorities where appropriate

We do not sell personal information.

Keeping Your Information Secure

We take appropriate technical and organisational measures to protect personal information, including:

- Secure website hosting
- Restricted access to website administration
- Secure passwords and authentication

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- Staff GDPR training
- Regular software updates

How Long We Keep Information

Information submitted through our website is retained only for as long as necessary and in accordance with the school's Retention Schedule.

Your Rights

Under UK GDPR, you have the right to:

- Be informed about how your information is used.
- Request access to your personal information.
- Request correction of inaccurate information.
- Request erasure where applicable.
- Request restriction of processing where appropriate.
- Object to processing in certain circumstances.

Contact Us

If you have any questions about this Privacy Notice or how your personal information is handled, please contact:

Data Protection Officer- details as above

Complaints

If you are unhappy with how we have handled your personal information, please contact the school in the first instance.

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO).

This Privacy Notice will be reviewed annually or sooner if there are significant changes to the website, legislation or school procedures.

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