

## Retention Policy

Thank you for visiting **St. Mary's School**.

Your privacy is important to us. This Retention Policy is where we explain to you how long we may retain personal information that is collected when you visit our site, [www.stmarysmelrose.org.uk](http://www.stmarysmelrose.org.uk)

This policy should be read together with our Privacy Policy and Cookie Policy which together with this Retention Policy describe the manner in which we handle your personal information when you visit our site.

### 1. Our Privacy Policy

You can find our Privacy Policy at the bottom of our home page which explains generally how we collect, use, store, and protect your personal information when you visit our site.

### 2. Our Cookie Policy

Our Cookie Policy is available on our home page and explains more about how we may collect personal information about you via cookies.

### 3. Our Retention Policy

Our retention policy, which is this document, explains how long we may hold onto personal information collected or processed by us when you visit our site.

If you have any questions please do not hesitate to contact us at [dataretention@stmarysmelrose.org.uk](mailto:dataretention@stmarysmelrose.org.uk) or, if you prefer to call or write to us, then you can do so using the following details.

Data Protection Team  
St. Mary's School  
Abbey Park  
Melrose  
Roxburghshire  
TD6 9LN

01896822517

### WHO WE ARE

We are **St. Mary's School, Melrose**. We are registered in Scotland as a **registered charity**. Our registered number is **SCO09352** and our registered office is at

St. Mary's School  
Abbey Park  
Melrose  
Roxburghshire  
TD6 9LN

For the purposes of this Retention Policy, we will refer to ourselves as “we”.

## PURPOSE OF THIS DOCUMENT

The purpose of the Retention Policy is to explain what personal information we may collect about you when you visit our site or interact with our online services, the purpose of that collection, and how long we store that personal information for.

Our Retention Policy is broadly divided into two sections:

- Our website; and
- Cookies.

Depending on how you interact with our site and our services we may collect different types of personal information about you. The duration that we retain that personal information will vary depending on how you interact with us. For example, we may retain information about you for a longer period of time if you have asked us to keep you updated about developments in the school.

The types of personal information that we collect, its purpose, and retention period is detailed below.

If you are a parent of a pupil who attends our school, an alumni, a member of staff, or a pupil who is 16 years or older and attending our school then this Retention Policy will apply alongside our additional privacy policies. These other policies would have been brought to your attention separately, however, if you are unsure then please do not hesitate to get in touch with us.

**The GDPR states that the age of consent is 16. As at the 28<sup>th</sup> of January 2018 the draft Data Protection Bill that will be adopted by the UK post-Brexit states that, for Scotland, 12 will be the presumed age of consent (See Section 201 of the Data Protection Bill). Strictly speaking it will be 16 until the new Data Protection Act comes into effect. However, we do not know at this time when that will be.**

## OUR WEBSITE

This table details the personal information which we may collect about you on our site located at [www.stmarysmelrose.org.uk](http://www.stmarysmelrose.org.uk).

Type of personal information	Purpose	Retention Period
IP Address	Navigation of website	These details are not retained after you have left the browsing session
First Name	Contact details	Until request has been dealt with
Surname	Contact details	Until request has been dealt with
E-mail Address	Contact details	Until request has been dealt with
Postal Address	Contact details	Until request has been dealt with
Telephone Number	Contact details	Until request has been dealt with

## COOKIES

You can find more information about the cookies we use and how we use them in our Cookie Policy which is located at the bottom of the website homepage.

Cookie Name	Purpose and Content	Expiry
ASP.NET_Session Id	This holds an ID to identify your session. It is deleted when you close your browser.	
InsightUserAuth/ InsightUserAuth_Authenticated	This determines whether you are logged into the website.	
CookiesNotificationSeen_	This cookie is set when you dismiss the notification message about our cookies policy so that the message is not displayed in the future.	

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site. You may also delete any cookies stored on your computer at any time.

You can find out more about changing cookie settings on your computer by visiting <http://www.allaboutcookies.org/manage-cookies/>.

Different cookies may be stored for different periods of time. In many cases these cookies are updated automatically each time you visit our site or may expire and be deleted by your device automatically. Each time you visit our site you start a new “**session**”. When you leave our site the session ends. The expiry period of a cookie will usually run from the date of the most recent session. This means that, each time you visit our site, the expiry period for those cookies may reset.

It is important to understand that when a cookie is placed on your device it will reside on your hard drive until it expires and is deleted or it may reside on your hard drive until you manually delete it – this entirely depends on your individual browser settings and we do not have control over this.

## **MARKETING AND OTHER COMMUNICATION**

We do not use any of the personal information collected from our site or that you may pass to us by filling in forms on our site for any marketing purposes. If you have requested that we get in touch with you then we will only use your personal information to assist us in answering your query.

## **CHANGES TO OUR RETENTION POLICY**

We may need to change this Retention Policy if it’s necessary for legal reasons or to reflect changes to our site and services or the purposes for which we may wish to collect and process your personal information. In any case, the provisions of this Retention Policy may be changed without prejudice to your rights. When we change our Retention Policy we will make the updated Retention Policy available on our site and we will also update the “Last Updated” date.

Once we change our Retention Policy, we will use our reasonable efforts to inform you. This may include asking you to agree to the updated Retention Policy before we process further information about you or it may require us to suspend access to parts of our site until you agree to the updated Retention Policy – we will only restrict access to parts of our site where we deem it is necessary for us to collect or process personal information about you. If you

have an account on our site then we may reset your login and seek new consent if there is a change in the purpose or duration that we retain your personal information.

You're welcome to contact us if you have questions about the changes.

## **CONTACT US**

This Retention Policy was prepared with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of our retention of your personal information. However, we are happy to provide additional information or explanation needed.

If you have any questions, comments or requests regarding our Retention Policy then please do not hesitate to get in touch with us. To make things easier for both of us we would appreciate it if your queries were addressed to:

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dataprotection@stmarysmelrose.org.uk