

Privacy and Cookies Policy

For the attention of: All Staff, Students and Website Users
Produced by: Executive Group Director - Technology
Approved by: SLT
Date of publication: February 2025
Date of next review: February 2027





Vision, Purpose & Values

Our Vision

Our students will be recognised locally & nationally for their positive impact on the communities and industries in which they choose to work.

Our Purpose

To inspire our students to gain the skills, knowledge and behaviours they need to be resilient and thrive in an ever-changing world.

Our Values

Excellence: A culture of creativity, high expectations, ambition and aspiration

Respect: Showing fairness, courtesy and mutual respect to each other and our environment

Integrity: Honesty, openness and trust at the heart of College life

Diversity: Celebrating diversity and inclusivity as a key to our success

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1. Policy Statement

- 1.1. This Privacy and Cookies Policy sets out how The Windsor Forest Colleges Group (WFCG / the "College") uses and protects any information that you give it when you use the College's website.
- 1.2. WFCG is committed to ensuring that your privacy is protected. Should the College ask you to provide certain information by which you can be identified when using this website, then it would only be used in accordance with this policy.
- 1.3. WFCG may change this policy from time to time by updating this page. You should check this page periodically to ensure that you are aware of any changes. This policy is reviewed and approved by WFCG's Senior Leadership Team at least every 2 years.

2. Purpose

- 2.1. This policy explains how WFCG collects, processes and uses the personal information you supply on WFCG's website and how WFCG uses cookies. In addition, it explains how you can opt out of the use of cookies and how to access and/or amend the personal information WFCG collects.
- 2.2. **Data Protection Principles**
 - 2.2.1. WFCG's use of data is governed by the College's registration under the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. WFCG is registered as a data controller with the UK Information Commissioner's Office, Registration Number Z465993X.

3. Scope

- 3.1. This policy covers the ways in which WFCG uses information supplied to the College. When users of WFCG's website sends the College personal information, such as their name, email address, etc., WFCG 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 WFCG.

- providing you with information about WFCG's services and products where you have consented to this.
- shaping and improving the services WFCG offers.

4. Objective

- 4.1. To set out how WFCG uses information supplied via the website and the control measures in place.

5. Policy Details

- 5.1. WFCG monitors and records, extensively, connections to and from college servers and cloud based services. This is for security, statistical, and performance-measurement purposes, and in order to detect and prevent abuse. The monitoring data collected includes browser type, domain names, traffic volumes, temporal data, IP information, and data posted from web-forms on WFCG's site.

- 5.2. WFCG uses "cookies" on some parts of its site to improve the quality of the service offered, especially to enable users with visual impairment to alter the appearance of the site to suit their needs.

5.3. What WFCG collects

- 5.3.1. WFCG may collect the following information:

- name and job title
- contact information including email address and telephone number
- 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)

5.4. What WFCG does with the information gathered

- 5.4.1. WFCG requires this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- to improve WFCG's products and services.
- WFCG may periodically send promotional emails about new products, special offers or other information which the College thinks you may find interesting using the email address which you have provided.

- From time to time, WFCG may also use your information to contact you for market research purposes. WFCG may contact you by email, phone, fax or mail. WFCG may use the information to customise the website according to your interests.

5.5. **Security**

5.5.1. WFCG is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, WFCG has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that is collected online.

5.6. **How WFCG uses cookies**

5.6.1. Cookies are small text files that can be used by websites to make your experience more efficient. The law states that WFCG can store cookies on your device if they are strictly necessary for the operation of this site. For all other types of cookie WFCG needs your consent to store cookies. The website uses the cookies to personalise content and ads, to provide social media features and to analyse website traffic. Some cookies are placed by third party services that appear on our pages.

5.6.2. WFCG uses traffic log cookies to identify which pages are being used. This helps the College analyse data about web page traffic and improve the website in order to tailor it to customer needs. WFCG also shares information about your use of the site with WFCG's social media, advertising and analytics partners who may combine it with other information that you have provided to them or that they have collected from your use of their services. WFCG only uses this information for statistical analysis purposes and then the data is removed from the system.

5.6.3. Overall, cookies helps WFCG provide you with a better website, by enabling the College to monitor which pages you find useful and which you do not. A cookie does not give WFCG access to your computer or any information about you, other than the data you choose to share with WFCG.

5.6.4. You can choose to accept or decline cookies, however, this may prevent you from taking full advantage of the website.

5.6.5. Visitors to the WFCG websites (including windsor-forest.ac.uk, bca.ac.uk, langley.ac.uk, strodes.ac.uk and windsor.ac.uk) can at any time review and configure the cookies that they have accepted by visiting any of the following addresses;

- windsor-forest.ac.uk/cookie-policy/
- bca.ac.uk/cookie-policy/
- slough.ac.uk/cookie-policy/
- strodes.ac.uk/cookie-policy/
- windsor.ac.uk/cookie-policy/

5.7. **Links to other websites**

5.7.1. WFCG's website may contain links to other websites of interest. However, once you have used these links to leave WFCG's site, you should note that WFCG does not have any control over these other websites. Therefore, WFCG 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 to see how they use your information.

5.8. **Controlling your personal information**

5.8.1. You may choose to restrict the collection or use of your personal information in the following ways:

5.8.1.1. 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.

5.8.1.2. If you have previously agreed to WFCG using your personal information for direct marketing purposes, you may change your mind at any time by writing to The Windsor Forest Colleges Group, Langley Campus, Station Road, Langley, Berkshire, SL3 8BY or by emailing info@windsor-forest.ac.uk.

5.8.1.3. You may request details of personal information which we hold about you under UK GDPR and the Data Protection Act 2018. A fee may be payable under certain circumstances. If you would like a copy of the information held on you please write to the Data Protection Officer, The Windsor Forest Colleges Group, Langley Campus, Station Road, Langley, Berkshire, SL3 8BY or to data.protection@windsor-forest.ac.uk.

5.8.1.4. 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.

5.8.2. WFCG 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. Monitoring, Evaluation and Review

- 6.1. 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.

7. Associated Documents

- UK GDPR Policy