**St. John’s Primary School APP**

**St. John’s P.S.** is committed to preserving the privacy of all visitors to **St. John’s P.S. APP**. This privacy statement relates to our practices in connection with our APP. **St. John’s P.S.** fully respects your right to privacy.  We will not collect personal information/personal data about you when you visit our APP unless you choose to provide that information using the “Feedback” form.  By using this site, you consent to the collection and use of your information under the terms of this privacy statement which is in accordance with the Data Protection Acts, 1988 and 2003 and the European Communities (Electronic Communications Networks and Services) (Privacy and Electronic Communications) Regulations 2011. Please read the following privacy statement to understand how we use and protect the information that you choose to provide to us.

**Personal information which we collect from you**

When you visit our APP you may wish to provide certain information about yourself, such as when you complete our FEEDBACK form or via email. **St. John’s P.S.**does not collect any personal data about you on this APP, apart from the information which you volunteer to send us in the Feedback form.

**Non-Personal information which we collect**

Where you visit our APP, certain non-personal data is available to us through our provider.  This non-personal data is collected on a statistical, aggregate, non-individual basis.

**Use of your information**

Any information which you provide using the “Feedback” form is not made available to any third parties and is only used by **St. John’s P.S.** in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the “Feedback” form or to address any other feedback which you send us in the “Feedback” form) or for any reasonably incidental purpose.

**Disclosure to Other People**

We do not disclose, sell or distribute any personal information which you send to us to any third parties.  We may pass aggregate information on the usage of our site to third parties, but this will not include information that can be used to identify you. Your personal data may also be anonymised and used for statistical purposes.  Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

**IP Addresses**

An IP address is a number that is assigned to your computer automatically when you use the internet. When you visit any web page in our APP, our servers log your IP address. We may use your IP address to help diagnose problems with our server and to administer our APP. Your IP address is also used to help identify you and to gather broad demographic information.

**Cookies**

A cookie is a small file sent to your browser from a Web server and stored on your computer's hard drive to identify you as the user of the APP. Many internet sites use cookies. Typically they are used by the APP to identify the person accessing the APP to track the person’s use of the site and any repeat visits made by that person.

**Security**

We employ security measures to protect your information from access by unauthorised persons and to guard against unlawful processing, accidental loss, destruction and damage and we will do our best to ensure that all records we hold remain secure in line with our obligations under Data Protection Act. We take our security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We review our security procedures regularly.

**Retention**

We do not retain your personal data for longer than it is necessary for us to comply with the purpose for which you gave it to us.  Any personal data which you provide to us using this APP will be used in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the “Feedback” form or to address any other feedback which you send us in the “Feedback” form) and after this purpose has been completed, we will delete your personal data.

**Accessing Your Information**

You are entitled to see the information we hold about you. On written request, we supply copies of your personal data which you may have supplied to us using our APP.  If you wish to obtain copies of this personal data, you should write to the principal of **St. John’s P.S.** at 30 Moneysharvin Rd., Swatragh, BT46 5PY and ask that she provides you with an Access Request Form. Your request will be dealt with as soon as possible and will not take more than 30 days to process.  If you discover that **St. John’s P.S.**holds inaccurate information about you, you can request that we correct that information.  In certain circumstances, you may also request that data which you have supplied via our APP be deleted (although you should note that if you request a deletion, you would generally be expected to identify some contravention of data protection law in the manner in which **St. John’s P.S.** processes the data concerned).  Upon written request, we will supply you with a Data Rectification/Erasure Form for this purpose.

**Contacting Us**

If you are concerned about how your personal data is processed by our APP, please do not hesitate to bring these concerns to our attention using the contact details: info@stjohnsps.swatragh.ni.sch.uk or at the postal address above.