



Last updated 11 August 2023

Website Privacy Notice

How we process any personal data we collect about you, or that you provide to us through our website.

What information is collected

You may provide us with information about you or your child by filling in forms on our site, for example when applying for a job, applying for a place at the School for your child, or by submitting an enquiry through our Contact Us forms. These forms collect personal information such as names and contact information as well as any supporting evidence you provide. All information is collected and stored electronically and securely. Payment card information given through the website for the purpose of making an application is not stored by the School.

How we use this information

We will use the information you supply to provide you with the information and services that you have requested from us. We may share your personal information within the organisation if this is necessary to answer your query.

Occasionally, we may need to share personal information with third parties, such as professional advisers (lawyers and accountants) or relevant authorities (HMRC, police or the local authority).

For the most part, personal data collected by us will remain within the School and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis).

Visitors to our websites

When someone visits www.stge.org.uk we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.



E-newsletter

We use a third-party provider, Mailchimp, to deliver our e-newsletters. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see [Mailchimp's privacy notice](#).

Job applicants

St George's, Edinburgh is the data controller for the information you provide during the process of applying for a job with us unless otherwise stated. If you have any queries about the process or how we handle your information, please contact us at office@stge.org.uk.

What will we do with the information you provide to us

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for, but it might affect your application if you don't.

Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.



Conditional offer

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide the following:

- Proof of your identity – you will be asked to attend our office with original documents, where we will take copies;
- Proof of your qualifications – you will be asked to attend our office with original documents, where we will take copies;
- You will be asked to complete a criminal records declaration to declare any unspent convictions;
- We will contact your referees, using the details you provide in your application, directly to obtain references;
- We may also ask you to complete a questionnaire about your health. This is to establish your fitness to work.

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments;
- Emergency contact details – so we know who to contact in case you have an emergency at work.

How long is the information retained for

If you are successful, the information you provide during the application process will be retained by us as part of your employee file in line with our Retention Schedule.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained until the post is filled and will then be destroyed.



Admissions applications

What will we do with the information you provide to us

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the admissions process with any third parties. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your application for a place for your child at St George's.

What information do we ask for, and why

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary however, if you do not supply all the necessary information, we will not be able to process your application.

Enrolment

If we make an offer of a place at St George's, you will be asked to complete and submit enrolment documentation and supply additional personal information. This documents will explain what information we require and why we require it.

How long is the information retained for

If your child/children are enrolled in the School, the information you provide during the application process will be retained by us as part of your child's file in line with our Retention Schedule.

If your application is unsuccessful or you withdraw your application, the information you have provided until that point will be retained in our database in case you wish to apply again at a later date. The information gathered through and stored securely at the back-end of the website will be deleted after 6 months.

Contact Us enquiries

Our contact forms gather basic information such as name, email address and any information supplied by you in the course of your enquiry.



We will use this information to answer your query and may need to share it within the organisation in order to fulfil your request. We will use your email address to send you our E-Newsletters but you can unsubscribe at any time by clicking 'unsubscribe' on the bottom of one of the newsletters.

Cookies

We may collect information about your computer including, where available, your IP address, operating system and browser type. This statistical data about our users' browsing actions and patterns does not identify any individual.

Our website and 360 virtual tour use cookies to distinguish you from other users of our website and tour. This helps us to provide you with the best experience when you browse our website and 360 virtual tour and allows us to improve it in the future. A cookie is a small file of letters and numbers that we store on the browser or the hard drive of your computer if you agree.

When you visit our website, you should see a pop-up at the top of your screen directing you to this Cookie Policy and our Privacy Notice. By clicking the "I agree" button that appears in the pop-up, you are demonstrating that you have freely given us informed and specific consent for us to place cookies on your device for the purposes specified in this cookie policy and you are accepting and consenting to the practices described.

If you do not see a pop-up on your screen you may have already accepted our Cookie Policy and Privacy Policy.

You may 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. Essential cookies include, for example, those that enable you to login to secure areas of the site or make use of e-billing services.

You may also be using a pop-up blocker or similar tool that prevents this policy from being brought to your attention.



ST GEORGE'S
EDINBURGH

Any questions

If you have any queries or concerns about Privacy on the St George's website, please contact office@stge.org.uk

Please read this Website Privacy policy carefully before you use our site. We may revise this policy any time by amending this page. Please check this page from time to time and take note of any changes we have made.

If you do not agree to this policy, please do not use our website or complete any of our online forms including our Contact Us forms.