



FORT PITT GRAMMAR SCHOOL ACADEMY TRUST



THE ROBERT NAPIER SCHOOL

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Email: trns@robertnapier.org.uk

Headteacher: Mr Andrew Minchin B.A.

AMI/Term 1
Data Collection

October 2015

Dear Parents/Carers

Your child should have given you a copy of the data collection sheet that we have on file. Please check that the details are correct, (making any amendments where necessary) and then **sign and return the form to the main school office, or via your child's form tutor, by Friday 23rd October 2015**. All forms must be returned, even if there are no amendments needed.

To help reduce postage costs and increase the speed and efficiency by which we notify you of events and other pertinent information, we will be using the e-mail address you provide for the 'Priority 1' person for future correspondence. I would be very grateful if you would make sure this section is completed.

If you do not have access to e-mail, please kindly advise the school. Please turn over leaf to see a copy of the school's Privacy Policy Notice, which can also be found on the school website.

Yours faithfully

Mr A Minchin
Headteacher



The Robert Napier School Privacy Policy Notice

This privacy policy notice sets out how The Robert Napier School uses and protects any information that you provide The Robert Napier School.

The Robert Napier School is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our website, then you can be assured that it will only be used in accordance with this privacy policy notice.

The Robert Napier School may change this policy from time to time by updating this page on our website. You should check this page to ensure that you are happy with any changes. This policy is effective from October 2015.

What we collect

We may collect the following information:

- Parent and child names
- contact information, including e-mail address
- other information relevant to student admission

What we do with the information we gather

We require this information to process your application, record keeping and internal analysis for advertising or marketing purposes.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

When we provide services, we want to make them easy, useful and reliable. Where services are delivered on the internet, this sometimes involves placing small amounts of information on your device, for example, computer or mobile phone. These include small files known as cookies. They cannot be used to identify you personally.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to parent needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Google Analytics sets cookies to help us accurately estimate the number of visitors to the website and volumes of usage. This is to ensure that the service is available when you want it and fast.

For further details on the cookies set by Google Analytics, please refer to the [Google Code website](#)

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we 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.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or e-mail us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.