

## LANDON SCHOOL

### USE OF COOKIES

*This policy, which applies to the whole school, is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.*

#### Document Details:

**Scope:** All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

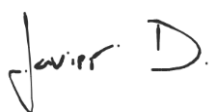
**Legal Status:** Complies with The Education (Independent School Standards) (England) Regulations currently in force.

**Monitoring and Review:** These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Proprietor and Advisory Board will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Signed:

Reviewed: **October 2023**

Next Review: **October 2024**



**Mr Javier de la Fuente**  
Headteacher



**Mr Andy Thompson**  
Proprietor who is the Chair of the Advisory Board

**Aims:** We use cookies across our products and services to improve their performance and enhance your user experience. This policy explains how we do that.

**What cookies are and how we use them:** When using any of Landon School's web-based products or services, we want to make them easy, useful and reliable for you. This sometimes involves placing small amounts of information in files known as "cookies" on your computer or mobile device. We do not use these to identify you personally, nor to hold any personal data. Some pieces of information are essential for delivering our online products to you and others are used to improve the user experience, for example:

- managing a user's login session and ensuring authenticated access to pages
- making the login process easier
- remembering activities that you have performed

## **Our products and how we use cookies within them**

**School Website:** Landon School do not store any cookies in your browser when visiting a school website other than a cookie that enables the browser to remember if you have chosen to close the Cookies Message.

This site uses Google Analytics and users should disable cookies in their browser, if they do not wish their visit to be tracked. Google Analytics uses traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Any third-party resources will potentially set their own cookies, such as Google Maps, X (formerly Twitter), or Google Translate. Landon School has no control over and takes no responsibility for the use of cookies by third parties. You can contact these providers for details of their cookie policy if required.

**Cookies used by our products and services:** There are several types of cookie:

- Persistent cookies: Remain on your computer for a specified time and are saved to your computer's hard disk. We use persistent cookies to:

- remember some things about your last login, such as your school portal, to make your next login easier
- remember your preferences and settings for when you use our services again

- Session cookies: Deleted when you close your browser and are usually not saved to your computer's hard disk. We use session cookies to:

- identify that you have logged in to the site
- hold some information about the previous operations that you performed so that pages can reflect this

- Third Party Cookies: Set by third party providers of other products and services to you, but whose service or functionality is embedded in Landon School's products and services on your behalf. Any third party resources will potentially set their own cookies. Landon School has no control over and takes no responsibility for the use of cookies by third parties.

You can contact these providers for details of their cookie policy if required. Adobe uses its own proprietary cookies called 'Local Shared Objects'. Landon School might use Adobe Flash Player to play video within some browsers.

**Controlling our use of cookies:** Most browsers automatically accept cookies unless you change your internet browser settings. If you wish to restrict, block or delete the cookies which are set by any websites, you can generally do this through your browser settings. These settings are usually found in the 'options' or 'preferences' menu of your internet browser.

If you set your internet browser preferences to block all cookies, you may not be able to access all or parts of our site. If you delete cookies relating to this website we will not remember things about you, including your cookie preferences, and you will be treated as a first-time visitor the next time you visit the site. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

**Queries:** If you have any questions or comments regarding this policy, please contact the school through the School office.