

# St George's School Windsor Castle

## Cookie Policy



The St George's School Windsor Castle Website uses a number of cookies that stores data on the computers of visitors to our website.

A cookie is a small text file that is downloaded onto device (e.g. a computer, tablet or smartphone) when the user accesses a website. It allows the website to recognise a user's device and store some information about the user's preferences or past actions.

Cookies are commonly used on the Internet in order to make websites work more efficiently and to enhance end-user experience. Cookies are not intended to harm your system in any way. Cookies already stored on your computer can be disabled, but this may stop our website from functioning properly.

Staff who have editing rights for the website should refer to Appendix 1.

The following cookies may be set when you visit our website:

### **First Party Cookies**

#### **cookie\_notice\_accepted**

When accessing the website for the first time, users will have the option of agreeing to the use of Cookies in order to continue browsing the website.

#### **pum-xxxxxx**

Cookie created by pop-up notices, such as School notices. Each popup has it's own 6 digit cookie ID within the cookie name as well as it's own expiry.

This cookie does not collect any user information, but instead informs the browser that the user has seen the relevant pop-up notice.

### **Third Party Cookies**

#### **Google Analytics**

Cookies are used to collect information about how visitors use our site. We use the information to compile marketing reports and to help us improve the site.

The cookies collect information in an anonymous form, including the number of visitors to the site, the geographical location of these visitors and the pages they have visited.

Cookies will be set by the Google Analytics tool. These help us to see which areas of the website are popular and the route users take through the website. No personal information is stored with this data and Google have strict privacy guidelines that can be seen here: <http://www.google.co.uk/intl/en/analytics/privacyoverview.html>

Cookie Name	Expiry
_ga	2 years
_gid	24 hours
_gat_UA-79622113-1	Expires after a minute

### Google Tag Manager

These cookies assist us in monitoring your use of the site, tracking the duration of your visit to our site and where you found our site (e.g. through a search engine).

gtm\_auth  
gtm\_debug  
gtm\_preview

### Vimeo

We use Vimeo to embed videos onto our website. These cookies are used by Vimeo to track information about how the Vimeo service is being used, so Vimeo can make improvements and report on performance.

Cookie Name	Expiry
player	1 year
vuid	2 years

### Twitter

If we display latest tweets on a page then we will use the official Twitter widget. This widget will add several cookies to your device. You can see the Twitter privacy policy here: <http://www.twitter.com/privacy>

### Links to other websites

This privacy notice does not cover third party websites that we link to from our site. We encourage you to read the privacy statements on the other websites you visit.

### Appendix 1

#### Wordpress

WordPress cookies are only set if you navigate to the login area; therefore only Staff who have access to the backend will have these cookies enabled.

wordpress\_test\_cookie,  
wordpress\_logged\_in\_XXXXX,  
wordpress\_sec\_XXXXX,  
wordpress\_XXXXX,

Wordpress cookies are enabled to provide appropriate user experience, and to manage your login session.

Session cookies are deleted when you close your web browser.

### **Security Monitoring and Auditing**

St George's School Windsor use a security monitoring and auditing plugin to create a log of data about the ways that our website is used by those who have login access to it. This information is collected and retained by the web site administrator for, as the name might suggest, security and auditing purposes.

Once activated, the plugin logs a timestamped record of when a logged-in user takes the following actions:

1. Logs in and out;
2. Creates, deletes or modifies or views a post (be it a page, post or a post with a custom type);
3. Creates, deletes or modifies tags;
4. Creates, modifies, deletes, or approves comments;
5. Creates, modifies or deletes widgets and menus;
6. Creates, modifies (this including changing the password), deletes a user or views another users' profile;
7. Installs, activates, deactivates, or uninstalls a theme or plugin;
8. Changes system settings such as reading, general, or permalinks;

The timestamped record includes the following information:

1. The user's login name
2. The user's actual name as entered when their account was set up
3. The user's WordPress role (Author, editor, etc)
4. The IP address from which the user accessed the site
5. The time and date of each action detailed above while the user was logged in.

All information generated by our security audit log system on this web server is protected by a multi layered dual authentication system including an industry grade firewall and DOS protection. All recorded details, unless stated otherwise, are automatically deleted within 60 days.

Information captured is accessed only by the administrators of the web site and is stored on the web site's database. These administrators may be located outside the European Union.

Information captured is not shared with third parties except in the case of law enforcement requests.

Revised: May 2020 CD

Review date: May 2020