POLICY DOCUMENT

Cookie Policy

How the Princess May Primary School website uses cookies — 2026–2027

Governing Body Representative (GBR)	Kristofer McGhee (Chair of Governors)
Signed by (GBR)	……
Date approved	Awaiting governor approval (3 December 2026)
Next review due by	September 2027
Related policies	Data Protection Policy; Information Security Policy; Data Retention Policy
Aligned to	UK GDPR; Privacy and Electronic Communications Regulations 2003 (as amended by the Data (Use and Access) Act 2025); Judicium model cookie policy

We ask that you read this cookie policy carefully as it contains important information on the use of cookies on our website (www.princessmay.hackney.sch.uk).

This cookie policy relates to your use of our website. Throughout our website we may link to other websites owned and operated by certain trusted third parties. These other third-party websites may also use cookies or similar technologies in accordance with their own separate policies. For privacy information relating to these other third-party websites, please consult their policies.

We use cookies to make our site work properly, improve its performance, and understand how it is used. Some cookies are essential; others are optional and help us enhance your experience.

1. What are Cookies?

Cookies are small data files that are placed on your computer or mobile device when you visit a website. Cookies are widely used by online service providers to help build a profile of users. They are also used to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Some of this data will be aggregated or statistical, which means that we will not be able to identify you individually.

You can set your browser not to accept cookies and the information below explains how to remove cookies from your browser. However, some of our website features may not function as a result.

2. Types of Cookies

The cookies we place on your device fall into the following categories:

- **Session cookies** — these cookies allow our website to link your actions during a particular browser session. They expire each time you close your browser and do not remain on your device afterwards.
- **Persistent cookies** — these cookies are stored on your device in between browser sessions. They allow your preferences or actions across our website to be remembered. They will remain on your device until they expire, or until you delete them from your cache.
- **Strictly necessary cookies** — these cookies are essential for you to be able to navigate our website and use its features. Without these cookies, the services you have asked for could not be provided.
- **Performance cookies** — these cookies collect information about how you use our website, e.g. which pages you visit most often. These cookies do not collect personally identifiable information about you. All information collected by these cookies is aggregated and anonymous and is only used to improve how our website works.
- **Functionality cookies** — these cookies allow our website to remember the choices you make (such as your username, language, last action and search preferences) and provide enhanced, more personal features. The information collected by these cookies is anonymous and cannot track your browsing activity on other websites.
- **Analytics cookies** — these cookies allow us to understand how people use our site and improve performance (e.g. pages visited, links clicked). We use Google Analytics 4.

3. The Cookies We Use

The table below provides more information about the cookies we use and why:

The Cookies We Use	What They Do
Essential session cookies Strictly necessary; first-party (our website)	These cookies are needed for our website to work, for example to keep pages and features working correctly as you move around the site. They are session cookies and are deleted when you close your browser. They cannot be switched off.
Cookie consent banner Strictly necessary; first-party (our website)	This records the choices you make in our cookie banner, so that we know whether you have consented to analytics cookies and do not need to ask you again on every page.

The Cookies We Use	What They Do
Google Analytics 4: _ga and _ga_89XKMBQGZM Analytics; third-party (Google); measurement ID G-89XKMBQGZM	This is a web analytics service provided by Google which uses cookies to show us how visitors found and explored our site and how we can enhance their experience. It provides us with information about the behaviour of our visitors (e.g. how long they stayed on the site, the average number of pages viewed) and also tells us how many visitors we have had. These cookies are set only if you give your consent through the cookie banner.
Google Translate widget Functionality; third-party (Google)	This allows you to translate the pages of our website into other languages. Google may set cookies when you use the translation tool, in accordance with Google's own policies.
Embedded YouTube videos Third-party (Google/YouTube)	Where a page on our website contains an embedded YouTube video, YouTube may set cookies when the video is loaded or played, in accordance with Google's own policies.

4. How We Use Your Cookies

The school may request cookies to be set on your computer or device. Cookies are used to let us know when you visit our website, how you interact with us and to make your experience using the school website better for you. The cookies we collect may differ depending on what you are looking at on our website. You are able to adapt your cookie preferences but by blocking certain types of cookies, it may mean that your experience on the website is impacted.

5. Consent to Use Cookies

When you visit our website, cookies (or similar technologies) may be placed on your device. Cookies help us operate the site, understand how it is used, and improve its performance and accessibility. We will ask for your consent before placing those cookies on your device, unless those cookies are:

- **Essential:** these are cookies that are required for the website to function properly (for example, enabling navigation or security features); or
- **Low-risk analytics or functional cookies:** these are cookies used solely to collect statistical information or improve how the site works (for example, remembering your preferences or measuring page performance).

On our website, Google Analytics cookies are set only if you give your consent through the cookie banner.

A notice (cookie banner) appears when you first visit our website. It explains the categories of cookies we use and gives you control over which non-essential cookies you consent to. You can change your preferences or withdraw consent at any time by selecting "Cookie settings", which appears on every page of our website. You can also clear the cookies for our website in your browser settings; the cookie banner will then appear again on your next visit and you can make a new choice.

Essential cookies cannot be disabled because the website would not function correctly without them.

6. How to Turn Off Cookies

If you do not want to accept cookies, you can change your browser settings so that cookies are not accepted. If you do this, please be aware that you may lose some of the functionality of this website. For further information about cookies and how to disable them, please go to the Information Commission's webpage on cookies: https://ico.org.uk/for-the-public/online/cookies/. You can disable cookies yourself by following the steps at this link: https://www.aboutcookies.org.uk/managing-cookies.

7. Contact

If you have any questions about our use of cookies, please contact Marilyn Richards (Bursar), at admin@princessmay.hackney.sch.uk or on 020 7254 1589. Our Data Protection Officer is Judicium Consulting Limited, 5th Floor, 98 Theobalds Road, London WC1X 8WB (dataservices@judicium.com; 0345 548 7000). Further information is in our Privacy Notices and Data Protection Policy, on the Data Protection page of our website (www.princessmay.hackney.sch.uk/GDPR-POLICIES/).