

# The Thomas Hardy School

## Privacy Policy and Procedures



Adopted by Personnel & Resources Committee  
November 2014

Review date: November 2014

Signed by Chair \_\_\_\_\_

## **Thomas Hardye School**

### **Privacy Policy**

The Thomas Hardye School respects your privacy and is committed to protect the personal information that you share with us. We believe that maintaining privacy on the Web is very important and we hope that you will read this policy carefully so that you will clearly understand both our commitment to your privacy and our methods of gathering and using information. By using the School website, the Parent Portal or by communicating with the School by email, you agree to the terms of this policy. This policy does not apply to any other website.

Data collected from this website is only used by the School and its approved affiliates for the purposes for which the data is requested, and is not divulged to any other third party for any reason in accordance with current Data Protection legislation. This website does not collect personally identifiable information about individuals except when that information is knowingly provided by such individuals.

#### **How the School Uses Information Provided by Visitors**

The School uses information knowingly provided by users to fulfil online requests, facilitate customer service and inform you of our programmes and events.

The School never shares with third parties any personally identifiable information you provide when requesting information or making a payment online, except as required by law.

#### **Emails and Newsletters**

The School regularly sends emails and newsletters to our students, prospective students, parents and subscribers. Visitors may subscribe to an email newsletter via this website. Email recipients may always opt out of receiving email at any time by following the unsubscribe instructions included in the email message.

#### **Changes to our Privacy Policy**

This policy may be amended at any time. Any changes which affect the way that we use your personal information will be reflected on this page of our Website, and we encourage users to visit this page periodically to review any updates to our Privacy Policy.

#### **Security of your personal data**

We will take reasonable precautions to prevent the loss, misuse or alteration of your personal information. Data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

#### **Third party websites**

The website contains links to other websites. We are not responsible for the privacy policies of third party websites.