



TAVERHAM HALL

Preparatory School

TAVERHAM HALL EDUCATIONAL TRUST WEBSITE PRIVACY POLICY

Taverham Hall School is committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

(1) What information do we collect?

We may collect, store and use the following personal information:

(A) information you provide to us for the purpose of sending you a prospectus pack for the School, including: Your Title, Forename, Surname, Address, Town, County, Postcode, Email, Telephone number, the nature of your enquiry (General/Admissions/Prospectus/Open day/Scholarships/Fees/Finance/Headmasters Secretary/School Secretary/Financial Administrator/Marketing Department), referring Source of your enquiry (Local source/Friends/Family/Sibling at THS/School Website/Open Day/Former Pupil/Present School/Advertisement/Estate Agent Relocation Agent/ISYB/ISCis/Other), Details of Child/Children including: number of Children, their Surname, forename, Present School, Current School Year, Date of Birth, proposed entry year, any comments you have supplied and registration request for the next open day.

(B) Information that you provide to us for the purpose of contacting you with regards suitable employment opportunities with Taverham Hall School, including Your Title, First Name, Surname, Your address, town/city, County, Postcode, Home Telephone Number, Other telephone number/s, email, indication of which vacancy you are interested in, qualifications, current employment status, work experience, your preferred contact method, and the source of your enquiry.

(C) Any other information that you choose to send to us

(2) Cookies

A cookie consists of information sent by a web server to a web browser and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser. We may use both "session" cookies on our website. We will use the session cookies to keep track of you whilst you navigate the website. Session cookies will be deleted from your computer when you close your browser.

We may use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>. Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies. For example, in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies"

using the sliding selector. Blocking all cookies will, however, have a negative impact upon the usability of many websites.

3) Using your personal information

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

(A) Administer the website; (B) Contact you with regards the specific information you have requested from us, including Prospectus packs for the School, Employment opportunities at Taverham Hall School, or a specific request to contact you sent to our enquiries or admissions team. We will not provide your personal information to any third parties for the purpose of direct marketing.

(4) Disclosures

We may disclose information about you to [any of our employees, officers, agents, or subcontractors] in so far as reasonably necessary for the purposes as set out in this privacy policy. In addition, we may disclose your personal information:

(A) To the extent that we are required to do so by law; (B) In connection with any legal proceedings or prospective legal proceedings; (C) In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); (D) To the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling; and (e) To any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

(5) Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We will store all the personal information you provide on our secure (password- and firewall-protected) servers. Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

(6) Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

We may also notify you of changes to our privacy policy by email.

(7) Your rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to:

(A) The payment of a fee (currently fixed at £25.00); and (B) The supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address). We may withhold such personal information to the extent permitted by law. You may instruct us not to process your personal information for marketing purposes by email at any time. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing

purposes, or we will provide you with an opportunity to opt-out of the use of your personal information for marketing purposes.

(8) Third party websites

The website may periodically contain links to other websites. We are not responsible for the privacy policies or practices of third party websites.

(9) Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

(10) Contact

If you have any questions about this privacy policy or our treatment of your personal information, please write to us by email to enquire@taverhamhall.co.uk or by post to Taverham Hall School, Taverham, Norwich, Norfolk, NR8 6HU

(11) Data controller

The data controller responsible in respect of the information collected on this website is Taverham Hall School, Taverham Park, Taverham, Norwich, NR8 6HU.

Our data protection registration number is Z5602099.

Updated 18th July 2012.