



## **PRIVACY POLICY STATEMENT**

At Holy Cross Prep School, we take security issues very seriously and are committed to protecting your privacy. This statement was developed to give you an understanding of conditions relating to information collected through our website or by e-mail. This privacy statement pertains only to the information that Holy Cross Prep School collects, or that is provided to us by you.

### **The Data Protection Act 1998**

Holy Cross Prep School complies with the principles of the Data Protection Act 1998.

### **How we use information that we collect**

Information is intended solely for the use of the relevant departments within Holy Cross Prep School. It will be stored on databases which are used for administrative purposes. Information will be used to communicate with you, to provide you with important information, or used internally to improve our services. No personally identifiable information will be shared with third parties. From time to time, we may request information from you through surveys or feedback forms. Participation in these surveys or feedback forms is voluntary but completion of these forms will provide information which is intended to benefit your child. If personal information is requested, Holy Cross Prep School will fully disclose this to you prior to submission. Information collected is used for the purposes of improving communication with parents and the enhancement of each child's educational experience.

### **Sharing When Required by Law**

Though we make every effort to preserve your privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order or legal process served on Holy Cross Prep School's site.

### **School Editors and Administrators**

Staff who have been assigned editorial positions have access only to the relevant information concerned with the remit of their role. All parties have duties under law not to disclose information acquired through their normal work.

### **Links**

Holy Cross Prep School's website may contain links to other sites. Holy Cross Prep School is not responsible for the privacy practices of other such sites and the school advises users to read the privacy policies of other websites before registering any data. The Holy Cross Prep School privacy statement applies solely to information collected by Holy Cross Prep School.

### **Consent**

By providing personal data to Holy Cross Prep School users consent to the processing of such data by the school as described in this privacy policy.

**Verifying, updating and amending your personal information**

If at any time a user wants to verify, update or amend their personal data they may do so by sending an email with their information to [office@holycrossprep.com](mailto:office@holycrossprep.com). The updating process will take place as soon as possible following receipt. The school will provide parents with a copy of their child's personal data on a regular basis for them to check that such information held is current.

**Contact information and Privacy Policy statement changes**

If you have any questions, suggestions or concerns regarding our privacy policy, please contact Mrs Hair [Head of ICT]. If we change our privacy policy, we will post the revised policy to the school website and other places we deem reasonable and appropriate to keep you informed.

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