

Privacy Policy

September 2011

Reviewer WC. Next review date June 2012



Privacy Policy

The Godolphin & Latymer School and its website provider e4education are 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 kinds of personal data:

- a. information about your computer and about your visits to and use of this website, such as your IP address, geographical location, browser type, referral source, length of visit and number of page views;
- b. information that you provide to us for the purpose of registering with us;
- c. information that you provide to us for the purpose of receiving any documentation eg. School Prospectus;
- d. any other information that you choose to send to us.

(2) Cookies

The Godolphin & Latymer School uses cookies on its website. A cookie is a text file sent by a web server to a web browser, and stored by the browser. This enables the web server to identify and track the web browser. It does not contain any personally identifiable information.

We use cookies to collect aggregate information for site traffic analysis, such as the number of visitors and the number of pages viewed. The aggregate information we collect through cookies helps us monitor how you and other visitors use the site, allowing us to provide an optimal experience and better service; this information is never used to identify you personally. Nevertheless, the School's website has been designed to provide nearly full functionality without the use of cookies. You can set your web browser to reject cookies, but you will lose the ability to perform certain functions.

(3) Using your personal data

Personal data submitted on 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. improve your browsing experience by personalising the website;
- c. enable your use of the services available through the website;
- d. send you any documentation which you have specifically requested;
- e. deal with enquiries and complaints made by or about you relating to the website.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

(4) Other disclosures

In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this privacy policy, we may disclose information about you:

- a. to the extent that we are required to do so by law;
 - b. in connection with any legal proceedings or prospective legal proceedings;
- Except as provided in this privacy policy, we will not provide your information to third parties.

(5) Security of your personal data

We will take every reasonable technical and organisational precaution to prevent the loss, misuse or alteration of your personal information. We will store all the personal information you provide on our secure servers. Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet. You are responsible for keeping your password and user details confidential. We will not ask you for your password.

(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 regularly 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.

(8) Third party websites

The Godolphin & Latymer School website may 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 data, please write to us by email finance@godolphinandlatymer.com or by post to The Bursar, The Godolphin & Latymer School, Iffley Road, London, W6 0PG.