

PRIVACY POLICY

1. Incorporation of Privacy Policy

- 1.1 Worth School ("the School" / "we" / "our" / "us") is committed to ensuring that your privacy is protected and the School is compliant with the Data Protection Act 1998. This privacy policy ("Privacy Policy") and our terms of use [see Terms and Conditions] set out the basis on which any personal information that we collect from you, or that you provide to us, will be processed by us. Please read the Privacy Policy so that you know how we may use this information, the personal data that we collect about users ("you" / "your") of the Website (as defined below) and the procedures we have in place to safeguard your privacy.
- 1.2 By using the School's website at www.worthschoolvoices.co.uk and pages within the website (the "Website"), you consent to us using the information that we collect about you. If you do not agree with the terms and conditions set out in the Privacy Policy, do not continue to use the Website.
- 1.3 For the purpose of the Data Protection Act 1998 ("the Act"), the data controller is Worth School of Turners Hill, Crawley, West Sussex, RH10 4SF. We are registered with the Information Commissioner under registration number Z8310569.

2. Information we may collect from you

- 2.1 When you visit the Website or send us an email or enquiry form via the Website, we may collect and process information about you (and others referred to in the communication) including name, postal address, e-mail address, telephone number and such other relevant information which you disclose to us.
- 2.2 We may also ask you for information when you report a problem about the Website. If you contact us, we may keep a record of that correspondence. We may also keep details of your visits to the Website and the resources that you access.

3. Uses made of the information

- 3.1 We use information held about you:
 - 3.1.1 to ensure that content from the Website is presented in the most effective manner for you and for your computer;
 - 3.1.2 to carry out our obligations arising from any contracts entered into between you and us;

3.1.3 to allow you to participate in interactive features of our service, when you choose to do so;

3.1.4 to notify you about changes to our service.

- 3.2 We may collect information about your computer (including, where available, your IP address, operating system and browser type) for system administration. We may also use aggregate information and statistics (which will not contain your identifying information) for the purposes of monitoring your usage of the Website in order to help us to develop the Website and the products and/or services we offer. We may provide such aggregate information to third parties.
- 3.3 We may collect information which is based upon your behaviour and navigation on the Website. This information allows us to carry out internal research on users' interests, demographics and behaviour so that we can better understand, and in turn provide better information, products and services to you and other clients.
- 3.4 We may also wish to provide you with information about special features featured on the Website or any other service or products we think may be of interest to you, where you have consented to be contacted for such purposes.
- 3.5 We may also want to provide you with related information from third parties who are also members of the School community, which we think may be of interest to you.
- 3.6 If you do not wish for us to use information as described in clauses 3.1 to 3.5 above, please send an e-mail to information@worth.org.uk.
- 3.7 We may use your information to assist in the prevention of unlawful activities e.g. money laundering or activities that threaten the School, the Website or are adverse to your or our interests.

4. Where we store your personal data

- 4.1 Owing to the global nature of the internet, the data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff may be engaged in, among other things the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

4.2 Where we have given you (or where you have chosen) a password which enables you to access certain parts of the Website, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

5. Use of cookies and other information gathering technologies

5.1 The Website uses "cookies" and other technologies to collect information from you, and to distinguish you from other users of the Website. This helps us to monitor our web page flow and to provide you with a good experience when you browse the Website. It also allows us to improve the Website and make it more effective.

5.2 You are free to decline our cookies.

5.3 You can delete any cookies from your computer by referring to your internet browser's help files.

5.4 We may also track certain information through third party web site analytics providers.

6. Protecting your information

6.1 Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. The School has put in place various security procedures and strict policy rules to safeguard and protect your information from unauthorised and unlawful access and use and these security procedures are continuously improved upon.

6.2 Notwithstanding the above, it should be appreciated that no system is entirely fool-proof and you should be careful when you reveal any confidential information to any third party.

7. Disclosure of your information

7.1 If the School or part of our business is sold or integrated with another business, your details may be disclosed to the our advisers and any prospective purchasers and their advisers, and will be passed on to the new owners of the School.

7.2 We reserve the right to disclose your data (and you consent to such disclosure) if the School is under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to

enforce or apply our Website terms of use and such agreements which you enter into with us, or to protect the rights, property, or safety of the School or our clients. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

8. Updating your details

- 8.1 If any of the information that you have provided to us changes, for example if you change your e-mail address, name or contact details, you must tell us by sending an e-mail to information@worth.org.uk.

9. Your rights

- 9.1 You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at information@worth.org.uk.
- 9.2 The Website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

10. Other terms

- 10.1 The School reserves the right to amend this Privacy Policy from time to time as it deems necessary. In such event, the School will post such changes on the Website and, where appropriate, notify you by e-mail.
- 10.2 The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.
- 10.3 The School welcomes your views about the Website and its Privacy Policy. If you would like to contact the School with any queries or comments please send an e-mail to information@worth.org.uk.