



Privacy Notice for Website

This privacy notice discloses the privacy practices for Hurtwood House and all its public facing websites. This privacy notice applies solely to information collected by these websites. It will notify you of the following:

1. What personally identifiable information is collected from you through these websites, how it is used and with whom it might be shared.
2. What choices are available to you regarding the use of your data
3. The security procedures in place to protect the misuse of your data
4. How you can correct any inaccuracies in the information

Information Collection, Use and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via our online forms.

By entering your data onto our website, you are consenting to the school collecting, storing and processing the data you have provided on the forms.

We will use your information to respond to you, regarding the reason you contacted us. We will not share or sell your information with any third party outside of our organisation other than as necessary to fulfil your request.

Your access to and control over information

Data protection legislation gives you a number of rights regarding your information. Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

Security

We take precautions to protect your information. When you submit sensitive information via our website, your information is protected both online and offline.

Whenever we collect personal information the information is transmitted in a secure way. While we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security. Only employees who need the information to perform a specific job are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

Links

These websites may contain links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage users to be aware when they leave our site and to read the privacy statements of any other site that collects their personally identifiable information.

Contact:

Please contact us immediately if:

- you object to us using your information; or
- you would like to access information that we hold about you; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>