



Downe House

## PRIVACY POLICY

### Purpose:

Downe House is committed to maintaining the privacy, confidentiality and security of your personal Information in accordance with the School's Data Protection Policy. In meeting our privacy commitment we will collect, store, use and disclose personal information only as needed to:

- Provide the educational services required by the School.
- Establish and maintain our relationship with parents and guardians.
- Meet legal, regulatory and contractual obligations.

### Procedure:

In summary, we will:

- Inform you of our purposes for collecting personal information from you.
- Seek your consent prior to collecting, using or disclosing your personal information for the purposes we have indicated.
- Protect and safeguard all personal information in our custody or control.
- Give you access to personal information we hold about you and provide the facility (both on-line via the Extranet and off-line via the School's Administration Manager) to correct such data, and, if required, have appropriate elements removed.
- Retain your personal information only as long as is necessary for the purposes for which it was collected.

### PARENTS' DIRECTORY

The Parents' Directory is operated on a reciprocal basis, i.e. if you choose to include your contact details you are able to see the contact details of other parents who have also chosen to include their contact details. By participating in the Parents' Directory you agree to the School's operational guidelines, namely:

- Information in the Directory will not be passed to any third party outside the School community without the express permission of those parents and/or guardians involved.
- Contact details will not be used to approach parents/guardians for business purposes.
- Use of the Directory will not bring the School into disrepute.
- All information will be treated as privileged and confidential.

Information published in the Directory will normally consist of:

- Name
- Home email address
- Name of daughter(s) at the School, current House and year.

If you wish to change the information to be included please sign up on line. This can be found under 'My Account' and then 'My Profile'.

### Revision History:

Revision	Date	Description of changes	Requested By
1.0.0	October 2014	Reviewed	Simon Finch
2.0.0	November 2015	Reviewed	Simon Finch
3.0.0	November 2016	Reviewed	David McClymont

Review Leader: Director of IS  
Reviewed: November 2016  
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