



PRIVACY NOTICE

1. INTRODUCTION

Worth School is committed to ensuring your privacy is protected.

This Privacy Notice and our Terms of Use explains when and why Worth website collects personal information about people who visit our website, It also explains how we use the data, the conditions under which we may disclose it to others, how we keep it secure, and the decisions that you can make about your own information.

Worth School is registered with the Information Commissioners Office under registration number Z8310569.

The Data Protection Lead is the School Bursar, Worth School, Paddockhurst Road, Turners Hill, West Sussex, RH10 4SD.

2. PERSONAL INFORMATION

We will not collect any personal information about you unless you send us an enquiry form via the Website, an email or telephone us. When you send us your personal information in any of these ways we will obtain your consent to holding the data and explain why we need that information, how we will use it, how we will keep it secure and when we will dispose of it.

3. INFORMATION WE MAY COLLECT ABOUT YOU

By your general use of Worth School's website at www.worthschool.co.uk and pages within the website, we may:

- Collect information about your computer, including your IP address, operating system and browser type, for system administration.
- Collect analytical information about visitor behavioural patterns, which does not include personal data.
- Collect information based on visitor's behaviour and navigation on the Website.

We use this information to:

- Ensure that content from the Website is presented in the most effective manner for you and your computer
- Assist in the prevention of unlawful activities e.g. money laundering or activities that threaten Worth School, the Website, or are adverse to your or our interests.
- Administer our site and for internal operations, including troubleshooting data analysis, testing, research, statistical and survey purposes.
- Carry out internal research on user's interests, demographics and behaviour so we can provide better information.

For more information on how we use Cookies, please see the link on the Website. Cookies will be deleted within 24 hours. Anonymous statistical information on how you use our website will be kept indefinitely for analytical purposes.

4. YOUR RIGHTS

Under the General Data Protection Regulations, you have the following rights;

- Right to be informed
We will be transparent about how we collect and process personal information and the purposes that we intent to use it for
- Right of access
You have a right to access the data we hold on you
- Right of rectification
You can ask use to correct information that you believe is incorrect
- Right to erasure
In certain cases, you can ask to be forgotten
- Right to restriction of processing
In certain cases, you can ask us to request that we stop processing your data
- Right to data portability
We will make your information available to export for your personal use
- Right to object
You can object to us using your data in certain circumstances, and an absolute right to stop data being used for direct marketing.
- Rights regarding automated decision making

You can also exercise these rights at any time by contacting us at accessdata@worth.org.uk.

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

5. SUBJECT ACCESS REQUESTS

If you would like to request for the information held about you, ideally send an email to accessdata@worth.org.uk or by letter to School Bursar, Worth School, Paddockhurst Road, Turners Hill, West Sussex, RH10 4SD.

6. OTHER TERMS

The School reserves the right to amend this Privacy Notice from time to time as it deems necessary. In such event, the School will post such changes on the Website.

The School welcomes your views above the Website and its Privacy Notice. If you would like to contact the School with any queries or comments, please send an email to accessdata@worth.org.uk.

7. COMPLAINTS

If you wish to raise a complaint about how we are using your information, exercise any of the rights set out above, or if you have any questions or comments about privacy issues, you can contact us by:

- writing to School Bursar, Worth School, Paddockhurst Road, Turners Hill, West Sussex, RH10 4SD
- sending an email to accessdata@worth.org.uk

You can also complain to the Information Commissioner's Office, which regulates and supervises the use of personal data in the UK.

May 2018