

Data Controller

The data controller of this website is:

The Croft Preparatory School
Alveston Hill
Loxley Road
Stratford upon Avon
Warwickshire CV37 7RL

Telephone 01789 293795

Data Protection Officer (DPO)

The school's DPO is Ms Anjela Jay, Health & Safety Manager and DPO, who can be contacted via the Data Controller's address or by emailing office@croftschool.co.uk

How we use your information

This privacy notice tells you what to expect when The Croft Preparatory School collects your personal information. It applies to information we collect about:

- visitors to our website
- people who enquire about our services via the website or by contacting us directly

Visitors to our websites

When someone visits www.croftschool.co.uk, information is collected such as your IP address, geographical location, browser type, length of visit and number of page views. This is done to find out information relating to the usability of the site, or number of visitors to various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, or allow third parties to make, any attempt to find out the identities of those visiting our website. Where we collect personally identifiable information through our website, we will communicate with you about this and explain how we use your information (see Contact Forms and Email Links).

We will not provide your personal information to any third parties for the purpose of direct marketing.

Cookies

Like many sites, we use "cookies" to collect information. Please see our Cookie Policy for further details.

Contact Forms and Email Links

Whenever you send us your data via the website by completing one of the three contact forms, which are available for the purposes of asking a question, requesting a prospectus or booking a tour of the school none of the data that you supply will be stored by this website or passed to any third party. Instead, the data will be collated into an email and forwarded to the school's Administration Department. Your data will be used to respond to your question, send you a prospectus or organise a tour of the school for you. Once your request has been actioned and is completed, unless you

grant us permission to hold your details on a school mailing list for marketing purposes, your data will be securely deleted. Your data will never be held for any longer than is necessary to action your request.

People who email us

Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with office policy. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

Access to other websites

We may provide links to other websites whose privacy practices are outside our control. You should check the privacy practices of any third party website before disclosing any personal information.

Access to personal information

It is possible for you to find out if we hold any personal information about you by making a data access request under data protection legislation.

To make a request to access any personal information we hold about you, please put the request in writing, addressing it to our Data Protection Officer.

If we do hold information about you, you can ask us to correct any mistakes by contacting the Data Protection Officer.

How to contact us

If you want to request further information about our privacy policy or have a complaint or concern about the use of your data please contact the Data Protection Officer.

Changes to our privacy policy

This privacy policy may change from time to time in line with legislation or professional developments. We will not explicitly inform website users of these changes. Instead, we recommend that you check this page occasionally for any policy changes.