PRIVACY POLICY

Ashwicke Hall School - Bath UK ("We"), adopt this policy about the privacy of Personal Data collected from users of our website ashwickehallschool.sabis.net.

We are committed to protecting and respecting your privacy. We would never disclose your personal data to third parties or use it for bulk mail lists or newsletters unless requested or accepted by you.

This policy (together with our Terms and Conditions) sets out the basis on which any personal data we collect from you, or that you choose to provide it to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we treat it.

DEFINITIONS

Personal Data - Under the EU's General Data Protection Regulation (GDPR) personal data is defined as: "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

WHAT INFORMATION DO WE COLLECT?

We may collect and process the following data about you:

- **Information you give to us voluntarily**. This includes:
  - Your name, phone number, your child name and age, and your E-mail address, when you fill up the "Contact us" form, or the "Book a Tour" form.
  - The personal data you provide to us upon your child admission when you fill up the "Application Form": Child Full Name, Gender, Photo, Passport, Home Address, Date of Birth, Nationality, Parents'/Guardians' E-mail Addresses, Residence/Mobile Phone Numbers, Work Address.
  - The personal data you provide to us as a student when you apply for the study abroad program by filling up the "Study Abroad Program Application" form: Student Full Name, Gender, Photo, Passport, Home Address, Date of Birth, Nationality, Parents'/Guardians' E-mail Addresses, Residence/Mobile Phone Numbers, Work Address.

- **Information We collect automatically about you**. Our website uses Google Analytics. Google utilizes the data collected to track and examine the use of ashwickehallschool.sabis.net to prepare reports on its activities and share them with other Google services. Google may use the data collected to contextualize and personalize the ads of its own advertising network. Personal data collected: Cookie and Usage Data. Place of processing: USA.
  Find Google's privacy policy on the following link: https://www.google.com/policies/privacy/
  For further information, please see our "Cookies Policy".

WHAT DO WE USE THE INFORMATION FOR?

Any of the information we collect from you may be used in the following ways:

- **Information you give to us voluntarily**. To respond to your inquiries when you contact us, when you apply to our school for your child admission, or when you apply to study abroad, and where you have consented to be contacted for such purpose.
- **Information we collected automatically about you**. To ensure that content from our site is presented in the most effective manner for you. Please refer to our Cookies Policy.

We will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavor to keep your information accurate and up to date, and not keep it for longer than is necessary.

Information you submit under the "Contact Us" form, the "Book a Tour" form, the "Application Form", and the "Study Abroad Program" form, will be stored in our databases for one year only in an anonymized format and would be automatically deleted afterwards.

No automated or profiling-based decision making would be done. You may request that we stop sending you any marketing material by sending an E-mail to data-protection@sabis.net.

HOW DO WE PROTECT YOUR INFORMATION?

We take reasonable precautions to secure Personal Data against accidental or unlawful destruction or loss, alteration, unauthorized disclosure or access. These precautions include technical, physical and organizational security measures, that are appropriate with the sensitivity of the information, and that ensure its ongoing confidentiality, integrity and availability.

The security of your Personal Data is important to us and confirm that we will be using acceptable security measures and procedures to help ensuring the highest level of security.

VIEWING, EDITING, OR DELETION OF YOUR PERSONAL DATA

You may at any time request to provide you with your submitted data in a structured, commonly used and machine-readable format by sending an E-mail to data-protection@sabis.net.
You may at any time access, request to edit or delete your submitted data by sending an E-mail to data-protection@sabis.net.

DISCLOSURE TO THIRD PARTIES

We do not pass on your personal data to third parties without first obtaining your consent.

YOUR CONSENT

By consenting to this privacy policy you are giving us permission to process your personal data specifically for the purposes identified.

You have the right to request the restriction or suppression of your personal data by sending an E-mail to data-protection@sabis.net.

You may withdraw your consent to the processing of your data at any time by sending an E-mail to data-protection@sabis.net.

COMPLAINTS, QUESTIONS AND ADDITIONAL INFORMATION.

To express a concern, raise a question, make a complaint, object a processing or direct marketing or to obtain additional information about the processing of Personal Data by the SABIS® global network, you should contact us by:

1. Utilizing the "Contact Us" feature on this website
2. Emailing us at: data-protection@sabis.net

CHANGES TO THE POLICY

Any changes we may make to the privacy policy in the future will be posted on this page.

The Policy was last reviewed in May 2018