

ALEXANDRA HOUSE SCHOOL PRIVACY NOTICE

This Privacy Notice sets out a clear explanation of Alexandra House School's data processing practices and how we safeguard your personal information. It explains what data we collect, why we collect it and what we do with it.

Alexandra House School is strongly committed to protecting the privacy of your personal information. Any data you provide will be held securely and in accordance with data protection law including GDPR 2018.

Please read out Website Terms and Conditions of Use below. This summarises how we collect and use your data when you use this website.

YOUR ACCEPTANCE OF THIS POLICY AND OUR RIGHT TO CHANGE IT

By using our website or providing your information you consent to our collection and use of the information you provide in way(s) set out in this policy. If you do not agree to this policy please do not use our site.

We may make changes to this policy from time to time. If we do so, we will post the changes on this page and they will apply from the time we post them. This policy was last changed on 15 October 2020.

WHAT INFORMATION DO WE COLLECT?

You may give us information about you by completing an online form or corresponding with us by email on the 'Contact Us' section. This includes information you provide when making an online enquiry or application.

If at any point you would like us to remove personal data you have submitted to us from our systems, please contact mb@alexandrahouseschool.com.

We also collect non-personal information such as IP addresses (the location of the computer on the internet), pages accessed and files downloaded. This helps us to determine how many people use our site, how many people visit on a regular basis, and how popular our pages are. This information doesn't tell us anything about who you are or where you live. It simply allows us to monitor and improve our service.

HOW DO WE USE THE INFORMATION?

To process requests and applications received via online forms and to contact you regarding these matters.

We only use this information for the purposes intended. You will not receive any subsequent unsolicited communication from us or third parties.

WHAT INFORMATION DO WE SHARE?

Your information will not be sold, exchanged, transferred or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the service you have requested.

We may share your information within the AMIS group (Association of Mauritian International Schools) if you are in the process of transferring your child to one of the member schools, or to a school abroad in which you wish to enrol your child if you have requested us to do so.

We share the information you provide on the Ministry of Education Primary School Registration Sheet with the Ministry of Education and Human Resources, Mauritius. This is mandatory for all schools in Mauritius.

HOW DO WE PROTECT YOUR INFORMATION?

We implement a variety of security measures to maintain the safety of your data when you submit or access personal information.

All information supplied via online forms is transmitted via Secure Socket Layer (SSL) technology.

COOKIES

Small data files known as cookies are placed on your computer. They improve things by:

- Remembering settings so you don't have to keep re-entering them whenever you visit a new page
- Remembering information you've given (e.g. your postcode) so you don't need to keep entering it
- Measuring how you use the website so we can make sure it meets your needs.

Our cookies aren't used to identify you personally. They're just here to make the site work better for you. Indeed, you can manage and/or delete these small files as you wish.

Third party cookies collected on this website include:

- Google Analytics – standard implementation
- Google Maps – we embed Google Maps to show the location of our school. Google uses cookies to manage locations and to provide web analytics in terms of the number of times a map has been viewed and/or shared.

To learn more about cookies and how to manage them, visit [AboutCookies.org](https://www.aboutcookies.org). You can opt out to prevent your data being collected by Google Analytics.