

## **MICHAEL MOUNT WALDORF SCHOOL WEB-RELATED DATA PROTECTION AND PRIVACY POLICY**

This policy sets out how Michael Mount Waldorf School, as the data controller, treats information that is received and / or collected through your use of our site.

### **The information we collect**

Every time you browse/use our site we may record the following information: transactional information based on activities on the website, Internet Protocol address, browser information and application numbers, Cookies; and Geographical location. This data is anonymized and used for statistical purposes.

Should you wish to subscribe to receive certain information on offer on our site, we may request that you provide certain additional information such as your name and email address. You may choose to 'unsubscribe' from receiving these at any time.

When you sign up, subscribe, fill out a form, comment, send us an e-mail or ask us to respond to you or when you communicate with us in any other way, we retain the information that you have included in the respective Communication as well as our responses to such Communication. We may associate such information with information received from other channels such as your site usage information. In line with the Protection of Personal Information Act (POPIA), we will attempt to ensure the confidentiality of all personal information.

### **We will never sell your information**

We will never share your information unless we are required by law to do so or with third-party service providers who process data on our behalf, such as email service providers.

### **Your consent**

If you do not agree to the terms of this Data Protection and Privacy Policy, please do not use our site. Upon your request, we will endeavour to delete your personal information.

### **Security**

We respect your right to privacy and are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable measures to safeguard and secure the information we collect.

Although we take reasonable steps to safeguard information, we cannot be responsible for the acts of those who gain unauthorised access and we make no warranty, express, implied or otherwise, that we can prevent such access. In the event of a data breach, we have an incident response plan in place which includes notifying the Information Regulator and affected data subjects.

## **Cookies**

We may use cookies and Google analytics when you visit our site. A cookie is a small file that asks permission to be placed on your computer's hard drive. A cookie does not give us access to your computer or any information about you. For more information about the types of cookies we use and their purposes, please see our Cookie Policy.

## **Links**

This site includes links to and from other websites. These links are provided for your convenience to provide further information and such inclusion does not imply affiliation, endorsement or adoption by us. These external sites have their own privacy policies, and we encourage you to review them.

## **Questions?**

Should you have any questions or concerns about this Data and Privacy Policy, please contact us at [nchoonoo@michaelmount.co.za](mailto:nchoonoo@michaelmount.co.za).

*Last reviewed: 24 November 2023*