

# Confidentiality and Privacy Policy

Rose of York is committed to ensuring the privacy and confidentiality of all students, staff and other clients and partners. All data is protected and kept securely.

We pledge the following:

- that we will collect and Use personal information of students, staff and partners lawfully, according to the Data Protection Act 1998;
- that we will not sell, lease or share personal information of students, staff and partners to Outside parties Unless we have your permission to do so or are required to do so by law;
- that we will keep the personal information of students, staff and partners accurate and protect it against loss, theft or unauthorized access;
- that we will only collect and Use personal information of students, staff and partners to provide the best possible service to all parties, and to enable Us to maintain accurate statistical information on our students and staff.

All Rose of York students, staff and partners may exercise their right to:

- view the information that we hold on them;
- ask us to remove their details from mailing lists;
- update information we hold on them to ensure it is accurate.

By submitting your application to Rose of York Language School, either online, in person or through postal correspondence, applicants are consenting to the use of personal information as described above. By choosing to work for us or with us, teachers and partner organisations are consenting to the use of personal information as described above.

## Our Use of Cookies

Cookies analyse web traffic or visits to a particular site, allowing applications to respond to you as an individual. Such applications can better cater for your needs, likes and dislikes by gathering and remembering data about your personal preferences. We may Use cookies only to identify which pages are being Used by customers. This helps us to improve the service we provide to customers and potential customers. Most web browsers are set by default to accept cookies automatically, but you can modify your browser setting to decline these cookies if you wish.

## Links from our Website(s) to other Websites

Our website(s) may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

This policy is kept Up to date and reviewed annually.

Policy reviewed: October 2020

Due to be reviewed: October 2021