



# PRIVACY POLICY

Policy Number	New or Reviewed	Date of next Review	Responsibility
HCP053	November 2017	November 2018	Principal

*Empowering learners to shape their future*

PRIVACY POLICY

# HORIZONS COLLEGE

## 1. Introduction

- 1.1 Horizons College is committed to respecting your online privacy and recognise your need for appropriate protection and management of any personally identifiable information you share with us.
- 1.2 Personal Information means any information that may be used to identify an individual including, but not limited to, a first and last name, a home or other physical address, an e-mail address or other contact information, whether at work or at home. In general, you can visit our web pages without telling us who you are or revealing any Personal Information about yourself.
- 1.3 Horizons College strives to comply with all applicable laws designed to protect your privacy. Although legal requirements may vary from country to country, Horizons College intends to adhere to the principles set forth in this Online Privacy Policy even if, in connection with the above, we transfer your Personal Information from your country to countries that may not require an “adequate” level of protection for your Personal Information. In other words, our goal is to provide protection for your Personal Information no matter where that Personal Information is collected, transferred or retained.

## 2. Cookies and other Tracking Technologies

- 2.1 Some of our web pages may use “cookies” and other tracking technologies. A “cookie” is a small text file that may be used, for example, to collect information about web site activity. Some cookies and other technologies may serve to recall Personal Information previously indicated by a web user. Most browsers allow you to control cookies, including whether or not to accept them and how to remove them.
- 2.2 You may set most browsers to notify you if you receive a cookie or you may choose to block cookies with your browser, but please note that if you choose to erase or block your cookies, you will need to re - enter your original user ID and password to gain access to certain parts of the web site.
- 2.3 Tracking technologies may record information such as Internet domain and host names; Internet protocol (IIP)) addresses; browser software and operating system types; clickstream patterns; and dates and times that our site is accessed. Our use of cookies and other tracking technologies allows us to improve our web site and your web experience. We may also analyse information that does not contain Personal Information for trends and statistics.

## 3. Protecting your Privacy

- 3.1 Horizons College has adopted the following principles:
  - a. You may choose whether or not to provide Personal Information to Horizons College.
  - b. If you do, Horizons College intends to take reasonable and appropriate steps to protect the Personal Information that you share with Horizons College from unauthorised access or disclosure.

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- c. Horizons College does not intend to transfer your Personal Information without your consent to third parties who are not bound to act on our behalf unless such transfer is legally required.

## 4. Privacy Policy

- 4.1 If you choose to have a relationship with Horizons College such as a contractual or other business relationship or partnership, Horizons College will naturally continue to contact you in connection with that business relationship.
- 4.2 If you have any comments or questions regarding Horizons College's Online Privacy Policy, please contact us at [admin@uplands.swindon.sch.uk](mailto:admin@uplands.swindon.sch.uk).

## 5. Your Consent

- 5.1 By using this web site, you consent to the terms of our Online Privacy Policy and to Horizons College processing your Personal Information as detailed above.
- 5.2 For control of our business, our website logs IP addresses, which is the automatic number assigned to your computer when you surf the web. The IP address allows us to anonymously track visitors' usage on Horizons College's website. Your IP address is not connected to any personally identifiable or on - line contact information like a name and address, so you remain anonymous at all times.
- 5.3 This web site contains links to other sites. Please be aware that Horizons College are not responsible for the privacy policy of other web sites. This privacy statement applies solely to information collected by this web site.
- 5.4 Horizons College reserves the right to change this statement at any time. If Horizons College decides to change its privacy policy Horizons College will post any changes to this web site.

Signed ..... Principal

Signed ..... Chair of Governors

Date .....