



## SNARESBROOK PREPARATORY SCHOOL

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### Privacy and Cookies

Snaresbrook Prep School Limited is deemed to be the “data controller” for all personal information processed by staff, students, suppliers – as defined in UK data protection legislation. The school is situated at 75 Woodford Road, London E18 2EA. All “personal data” and/or “special category data” (as defined in the legislation) are processed in order to provide education for students and any associated services in exercising due diligence to the students. All processing is conducted in accordance with current laws/regulations.

The school may share data with third parties in the provision of its services – for example (but not exclusively) the local authority – or in its own administration – for example (but not exclusively) to employ staff. It may be necessary to share data with other public authorities as may be required by law and/or to prevent harm to the individual. The school does not accept liability for any processing by any third party outside the school remit.

In accordance with legislation we have completed a cookie audit on our website. We use these internet files with Google Analytics to monitor and improve our website. We can not accept any responsibility for any processing by these sites.

The school collects and/or processes substantial volumes of personal data on students and those related to them as well as staff. Data are retained as long as they are relevant to the reasons of collection. Some data is collected for government statistics. Certain data are retained for a period dictated by Statute. All feasible security measures are in place. All destruction of data is by secure means.

None of the above affects your rights under the legislation, in particular your right to access the data we hold on you. If you wish to obtain a copy of your data, please submit this request in writing/email to the school office. Please include enough information to enable us to identify you and search for appropriate data.

If you are dissatisfied with this policy, have queries about our data protection procedures or wish to lodge a complaint, please contact the school in the first instance. Thereafter you have the right to submit a complaint to the Supervisory Authority, the Information Commissioner’s Office (ICO):

The Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF