



Privacy Policy

Version 1.1 – reviewed November 2017

APEB is committed to safeguarding and preserving the privacy of all individuals.

This Privacy Policy explains in more detail what we do with any personal data that you give to us, or that we collect from you.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting www.apeb.org.uk and/or by contacting us in any other way, you are accepting and consenting to the practices described in this policy.

We do update this Policy from time to time, so please do check regularly. This Policy is effective from 1st December 2017.

1. WHAT INFORMATION DO WE COLLECT?

We may collect and process the following data about you:

- i. Information about your use of our site including details of your visits such as pages viewed and the resources that you access, this includes traffic data, location data and other communication data.
- ii. Information provided by you such as your name and general contact information.
- iii. Transactional information that you provide to us when completing an on-line form or booking.
- iv. Other information relevant to customer surveys, competitions and/or offers.
- v. Information that you provide when you communicate with us by any means.

2. USE OF COOKIES

Please refer to our Cookie Policy for full details about our use of Cookies.

3. HOW WE USE YOUR INFORMATION

We use the information that we collect from you to provide our services to you. In so doing we may provide your information to third party companies who are providing the services.

In addition to this we may use the information for one or more of the following purposes:

- i. To provide information to you that you request from us relating to our products or services.

- ii. To provide information to you relating to other products or services that may be of interest to you. Such additional information will only be provided where you have consented to receive such information.
- iii. To inform you of any changes to our website, services or goods and products.

If you have previously purchased goods or services from us we may provide to you details of similar goods or services, or other goods and services, that you may be interested in.

APEB does not share data with other companies other than its own associates and under no circumstances does it sell its user information.

You have the right to ask us not to process your personal data for marketing purposes. You can do this by checking certain boxes on the forms that we use to collect your data or by contacting us using the details at the end of this Privacy Policy.

4. HOW WE STORE YOUR INFORMATION

We may transfer data that we collect from you to locations outside of the European Union for processing and storing. By providing your personal data to us, you agree to this transfer, storing or processing. We will do our utmost to ensure that all reasonable steps are taken to make sure that your data is treated and stored securely.

Unfortunately, the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically. Sending such information is entirely at your own risk.

5. DISCLOSING YOUR INFORMATION

We will never knowingly disclose your personal information to any third party other than in accordance with this Privacy Policy. However, we should make you aware that third party disclosure may occur for the following reasons:

- i. where you are participating in any services undertaken with an authorised third-party provider, we will share information with them.
- ii. Where we are legally required by law to disclose information about you and your visits to our site, or where we feel such action is reasonably necessary to comply with legal process, respond to claims, or protect the rights, property or safety of our charity or the public.
- iii. If we were asked to submit information as part of a criminal investigation, we may be forced to disclose information.

6. MEDICAL RECORDS

We may ask you to provide information about the medical conditions of your children. We use this information in order to safeguard and promote the welfare of all children and ensure compliance with relevant obligations.

You can make subject access requests on behalf of your children who are too young to make their own request. Any parental access to a child's record must be in the child's best interests.

Medical records for children leaving the School will be deleted at the end of their last academic year.

7. THIRD PARTY LINKS

Hypertext links to third parties are provided on our site. These third party links have their own privacy policy, which you agree to when you click on the link. We are not responsible, nor do we accept responsibility for, third party links. Our liability covers us only on our site, and we do not accept liability for third party links as we have no control over them. You should review their privacy policy before sending them any personal data.

8. ACCESS TO INFORMATION

You have the right to access any information that we hold relating to you. Please note that we reserve the right to charge a fee of £10 to cover costs incurred by us in providing you with the information.

9. CONTACTING US

Please do not hesitate to contact us regarding any matter relating to this Privacy Policy at apebuk@gmail.com or by post to St. Davids Vicarage, St. Marys Terrace, London, W2 1SJ