



PREPARATORY & HIGH SCHOOL BOYS AND GIRLS GRADE RRR TO 12

CBC MOUNT EDMUND
FAITH | LEADERSHIP | EXCELLENCE

Privacy Policy

Last updated: November, 2024

CBC Mount Edmund ("the school") is committed to ensuring your privacy is protected. "Personal Information" refers to your own Personal Information as well as the Personal Information of your child/ren. Should we request Personal Information, it is for the purposes of providing our services. By using the service, you consent to the collection and use of information in accordance with this Privacy Policy.

Types of Information Collected

Personal Information

The type of information we collect will depend on the purpose for which it is collected and used.

While applying for admission or during continued enrolment of your child/ren, we may ask you to provide us with certain personal information that can be used to contact or identify you and your child/ren.

Personal information may include, but is not limited to:

- First name and last name
- ID number
- Phone number
- Address
- Email address

Cookies and similar technologies

We may process your Personal Information by use of cookies or similar technologies on our website and other online platforms the school utilises.

Cookies, also known as browser cookies or tracking cookies, are small, often encrypted text files, located in browser directories. They are used by web developers to help users navigate their websites efficiently and perform certain functions.



PREPARATORY & HIGH SCHOOL BOYS AND GIRLS GRADE RRR TO 12

CBC MOUNT EDMUND
FAITH | LEADERSHIP | EXCELLENCE

Non-personal information may also be collected. You cannot be identified from non-personal information and it is only used for analytical purposes.

Use of Your Personal Information

The school may use Personal Information for the purposes listed below. We will only collect information that we need for that purpose.

- **To provide and maintain our service.**
- **To support our contractual relationship with you.**
- **To contact you** by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application's push notifications regarding updates or informative communications related to school related matters.
- **To provide you** with news and general **information** and school or related events.
- **To attend to and manage your requests.**
- **To comply with legal and regulatory requirements** or industry codes to which we subscribe or which apply to us, or when it is otherwise allowed by law.
- **For other purposes.** We may use your information for other purposes, such as data analysis, identifying trends, determining the effectiveness of our promotional campaigns and to evaluate and improve our services, marketing and your experience.

We may share or disclose your personal information in the following situations:



PREPARATORY & HIGH SCHOOL BOYS AND GIRLS GRADE RRR TO 12

CBC MOUNT EDMUND
FAITH | LEADERSHIP | EXCELLENCE

- **With business partners** who are involved in the delivery of products or services to you. We have agreements in place to ensure that they comply with these privacy terms.
- **With other users** in our industry when we believe it will enhance the services and products we can offer to you, but only where you have not objected to such sharing.
- **Where we have a duty or right** to disclose in terms of law or industry code and where we believe it is necessary to protect our rights. .
- **With your consent:** we may disclose your personal information for any other purpose with your consent.

Correction and Retention of your Personal Data

Personal Information you provide us should be accurate, up to date, not misleading and complete in all respects. Please update your Personal Information with us, in writing, as soon as it changes.

The school will retain your Personal Information only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Information to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

Security of Your Personal Information

We are legally obliged to provide adequate protection for the Personal Information we hold and to prevent unauthorised access and use thereof. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the Personal Information we hold.

Changes to this Privacy Policy



PREPARATORY & HIGH SCHOOL BOYS AND GIRLS GRADE RRR TO 12

CBC MOUNT EDMUND
FAITH | LEADERSHIP | EXCELLENCE

We may update our Privacy Policy from time to time on this page.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Contact Us

If you have any questions about this Privacy Policy, you can contact us on the numbers/addresses listed on our website.