WESTVILLE BOYS' HIGH SCHOOL PRIVACY POLICY AND TERMS OF USE

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PROTECTION OF PERSONAL INFORMATION ACT (4 OF 2013)



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PRIVACY POLICY

Westville Boys' High School privacy policy sets out how WBHS is committed to ensuring that your privacy is protected when you use this website. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

WBHS may update this policy from time to time by updating this page. You should check this page to ensure you are happy with any changes. The policy was last updated on 22nd July 2021.

WHAT INFORMATION WE COLLECT

We may collect the following information: Name, Surname and job title. Contact information including email address. Demographic information such as postcode, preferences and interests.

WHAT WE DO WITH THE INFORMATION WE GATHER

We require this information to:

Understand your needs;

For internal record keeping;

Improve our services and

Customise the website according to your interests.

SECURITY

WBHS has various security measures in place to protect computer systems and comply with generally accepted information security practices and procedures. These include and not are limited to unified threat management, encryption processes, security audits and policies. This is in addition to the physical measures adopted by WBHS to ensure all appropriate, reasonable measures are taken to protect your information.

CONTROLLING OF YOUR PERSONAL INFORMATION

Westville Boys' High School will not sell, distribute or lease your personal information to third parties.

If you wish to contact us regarding the storage of information gathered from you, or wish to remove any information, please email us at <u>privacy@wbhs.co.za</u> and we will get back to you as soon as possible.