

# CAMPBELL HALL SCHOOL FOR GIRLS

## **Privacy Policy for Campbell Hall School for Girls**

**Effective Date: [July 1, 2023]**

At Campbell Hall School for Girls, we are committed to protecting the privacy and personal information of our students, parents, staff, and other stakeholders. This Privacy Policy outlines how we collect, use, disclose, and safeguard your personal information. By accessing or using our services, you consent to the practices described in this policy.

### **Information We Collect**

We may collect personal information that you provide directly to us or that we collect automatically when you interact with our school. The types of personal information we may collect include but are not limited to:

- a. Student Information: Full name, date of birth, contact information, academic records, attendance data, medical information, and any other relevant details related to a student's educational journey.
- b. Parent/Guardian Information: Full name, contact information, relationship to the student, and other necessary details for communication and school-related activities.
- c. Staff Information: Full name, contact information, educational background, employment history, and any other information required for employment purposes.
- d. Other Stakeholders: Information relevant to their relationship with the school, such as donors, alumni, volunteers, or visitors.
- e. Website and Analytics Information: We may collect information from users of our website, including IP addresses, browser type, referring pages, and access times, to improve our website's functionality and user experience.

### **How We Use Your Information**

We will use your personal information for the following purposes:

- a. Educational and Administrative Purposes: To provide educational services, communicate with parents and students, manage attendance, and maintain academic records.
- b. School Operations: To manage staff employment, payroll, and other administrative tasks.
- c. Communication: To send important school-related announcements, newsletters, event invitations, and updates.
- d. Safety and Security: To ensure the safety and security of our students, staff, and visitors while on school premises.

e. Improving Services: To analyze and enhance our educational programs, website, and overall services.

f. Compliance: To comply with legal obligations and regulations related to education and school operations.

### **Sharing Your Information**

We will not sell, lease, or disclose your personal information to third parties, except in the following circumstances:

a. School Officials: We may share necessary information with our employees, contractors, and service providers who require the information to fulfill their duties related to school operations.

b. Legal Obligations: We may disclose personal information when required by law or in response to valid legal requests.

c. Consent: We may share your information with your explicit consent or as otherwise required by law.

### **Data Security**

We maintain reasonable administrative, technical, and physical safeguards to protect your personal information from unauthorized access, use, or disclosure. We regularly review and update our security measures to ensure the highest level of protection.

### **Retention of Information**

We will retain your personal information for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law.

### **Your Rights**

You have the right to access, update, or request the deletion of your personal information. If you wish to exercise any of these rights or have questions about our privacy practices, please contact our school's designated privacy officer.

### **Changes to the Privacy Policy**

We may update this Privacy Policy periodically to reflect changes in our practices. We will notify you of any material changes by posting a prominent notice on our website or by sending a direct communication.

### **Conclusion**

Protecting your privacy and personal information is of utmost importance to Campbell Hall School for Girls. By entrusting us with your information, you acknowledge and consent to the practices described in this Privacy Policy. If you have any concerns or questions, please contact us at [info@campbellhallschoolforgirls.org](mailto:info@campbellhallschoolforgirls.org)

End of Privacy Policy.

