



## **Privacy Policy**

**Approved by: N Dann**  
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**Review August 2018**  
**Responsibility for review: C Belchem**

## Privacy Policy

Headstart School considers the privacy of its users to be a serious issue. Please read the following to learn more about our privacy policy. Headstart School is a business based in the United Kingdom

### What this privacy policy covers

This policy covers how Headstart School treats personal information that Headstart School collects and receives, including information to your past use of our website. Personal information is information about you that is personally identifiable like your name, address, email address or phone number, and that is not otherwise publicly available.

This policy does not apply to the practices of companies that we do not own or control or to people that we do not employ or manage.

### Information collection and use

#### General

Headstart School collects personal information whenever a user chooses to contact us via the web form within the contact us section.

When contacting us using this method we ask for information such as your name, e-mail address and telephone number.

Headstart School automatically receives and records information on our server logs from your browser, including your IP address, Headstart School cookie information, and the page you request.

We use information for the following general purposes: to customise the content you see, fulfil your requests and for technical web site administration purposes.

### Information sharing and disclosure

We do not rent, sell or share personal information about you with other people or non-affiliated companies except to provide products or services you've requested, when we have your permission.

We will use reasonable efforts to ensure that your personal data is not disclosed to regional/national institutions and authorities, unless required by law or other regulations.

### Changes to this privacy policy

We may update this policy. We will notify you about significant changes in the way we treat personal information by placing a prominent notice on our web site.

Privacy support and contact information

If you have any questions or suggestions, please contact us.