



Children of the World Montessori School

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Privacy Policy

Policy statement

At Children of the World Montessori School we take our privacy responsibilities seriously and as such we will only use children's personal information to manage our obligation towards each child - all personal information will only be used in accordance with this goal.

We will contact parents, either via email or telephone to update them about the Pre-School, any generic developments and to inform parents of any issues relating to their child's health and wellbeing.

We will manage this data in a professional, ethical and secure way to maintain integrity of our records - so that we can run the Pre-School accordingly.

We are committed to ensuring that all information is secure.

We will need to collect the following information:

- Contact information including name, address, telephone number and email. We will only email/telephone parents about school related matters.

What we do with the information we gather:

- Use it to communicate with parents.
- Manage our internal record keeping.

Controlling your personal information:

We will not sell, distribute or lease any parent's personal information to third parties unless we have parents permission or are required by law to do so.

If parents believe that any information we are holding about their child is incorrect or incomplete, we will ask parents to update it as soon as possible. We will promptly correct any information found to be incorrect.

Reviewed 22/10/18