

Privacy Policy

Introduction

Mace Montessori Schools Ltd. is committed to protecting the confidentiality, integrity and security of your personal information and we take this responsibility very seriously. This privacy policy covers Mace Montessori's practices for collecting and processing information about its customers, prospective customers, employees, subcontractors/suppliers, students/apprentices, website visitors and job applicants.

Who controls personal information collected by Mace Montessori Schools?

The data controller for information collected about you for Mace Montessori Ltd.'s branded services is Mace Montessori Schools Limited Limited (Co. No. 03749583), for Green Gables Primary is Green Gables Primary School Limited (Co. No. 07871170) and for Green Gables Nursery is Green Gables Montessori School Limited (Co. No. 04734358). All companies have their registered office at 30-40 Dalling Road, London W6 0JD.

Why do Mace Montessori Schools collect personal information?

We limit the collection of personal information to what is necessary to provide you with high quality services, to support your specific needs and requests and to meet our business needs in connection with the services we offer. Below we have highlighted the reasons for the collection of your personal information:

- To respond adequately to your requests for services or information;
- To provide services to individuals, families and employers that include child care, education, wellbeing, work/life, and consulting;
- To provide a safe, healthy, and successful environment for those to whom we provide services;
- To provide resource material/information regarding our services and areas of interest to our customers, such as parenting, child care, education, wellbeing, and work/life balance among other things;
- To aid in the administration of our services to our customers;
- To administer first aid, emergency and other medical care, when necessary;
- To comply with laws and government regulations/standards;
- To support our business purposes and functions related to the services we offer such as education, training, curriculum, communication, administration, and record-keeping;
- To provide utilisation reports and other information to employers offering our services to its workforce;
- To facilitate and process payments for the services we provide;
- To fulfil tax, reporting and other financial requirements and obligations;
- To administer employee payroll, benefits, tax/regulatory compliance and other record keeping and administration requirements; and
- To consider applications for employment.

How do you consent to Mace Montessori Schools' use of your personal information?

By providing your personal information, you are consenting to its collection, use and disclosure by Mace Montessori for the purpose outlined in this privacy policy. In light of the nature of our services, as well as applicable laws and regulatory requirements, if you choose to withhold some types of personal information or opt out of providing it, we may not be able to provide the services requested.

What personally identifiable information does Mace Montessori Schools collect?

The type of business relationship you have with Mace Montessori will determine the specific information we will need to collect from you.

- Information necessary to perform the service that you provide voluntarily when registering (whether by telephone, online or in person) or during the course of services. Depending on the type of service engaged, the information requested may include your personalised registration user name and password; payment and contact details; a dependent's name, date of birth, gender, allergies, food restrictions, special needs, health information, and emergency contact details for doctors and alternative carers; or school transcripts, applications, registration and enrolment information.
- Utilisation information, such as dates of service, type of service, user of service and reasons for service.
- Records created during the course of providing service to you or your dependents such as notes on the activities, behaviours, illnesses, medication, food, etc.; photographs; and other documentation records.

If you are prospective customer, we will collect:

- Contact information that you provide voluntarily when requesting publications or other information via telephone, online or in person. Contact information may include your name, telephone/mobile number, and email/ mailing address.

If you are an employee, apprentice/student or applicant, we will collect:

- Typical information that you provide voluntarily via telephone, online or in person including your name, mailing/email addresses, telephone/mobile number, employment history with job descriptions, education, references, affiliations and other relevant information for payroll, benefits and administration.

Who does Mace Montessori Schools share personally identifiable information with?

Mace Montessori considers your personal information confidential and does not share it with others except as described in this privacy policy. There are limited circumstances that require Mace Montessori to disclose your personal information to others in order to deliver services or to meet Mace Montessori's necessary business purposes. We may disclose your information, as necessary to the following:

For Business Transfers: As we continue to develop our business, we might sell or buy assets. If any Mace Montessori business unit is sold or substantially all of Mace Montessori is acquired, personal information relevant to the operation sold could be transferred as part of the transaction.

To Meet Legal Requirements: We may share personally identifiable information with law enforcement or other government entities as required by law/regulations or as we reasonably determine to be necessary to protect our rights or the rights of others, to prevent harm to persons or property, to fight fraud, or to enforce our web site terms of use.

How can individuals access or update their personally identifiable information?

Mace Montessori is committed to collecting personal information that is accurate, complete, current and reliable for its intended use. If you would like to access or update your personal information, or obtain copies of the information, the following steps can be taken by you:

For informal requests:

If you receive services from us, you may contact the setting that stores or processes your information. Mace Montessori Schools may require you to make your request in writing to verify your identity.

Will this Privacy Policy change?

This privacy policy is subject to change and we will post revisions on our website. Please check back periodically, especially before you provide any personal information. This privacy policy was last updated in May 2018.

How does Mace Montessori Schools protect your personal information?

Mace Montessori utilises appropriate technical, administrative and physical safeguards to protect against loss, unauthorised access, destruction, misuse, modification and improper disclosure of the personal information we collect in both physical and electronic format. We provide information security awareness training to our staff and conduct periodic quality assurance audits. However, no computer system or information can ever be fully protected against every possible hazard. As a result, Mace Montessori Schools cannot guarantee the security and privacy of the information you provide to us.

What are the terms for you to use Mace Montessori Schools' websites?

Mace Montessori's website is intended for use by adults. Mace Montessori does not solicit or knowingly collect any information from visitors under 18 years of age. Please do not use our website if you are not yet 18 years old or of the age of majority where you reside. Mace Montessori's website may contain links or references to other websites. Please be aware that we do not control other websites and that this privacy policy does not apply to those websites. We encourage you to read the privacy policy of every website you visit. Your use of the Mace Montessori website is subject to our Terms of Use.

How does Mace Montessori Schools collect information on its website?

There are two ways Mace Montessori may collect information: actively (when you voluntarily enter your personal information as described in this policy), or passively as described below.

Passive Information Collection: As you navigate through a website, certain information can be passively collected (that is, gathered without your actively providing the information) using various technologies and means, such as Internet Protocol addresses, cookies, Internet tags, and navigational data collection.

Internet Protocol (IP) Addresses: Our website uses Internet Protocol (IP) addresses. An IP Address is a number assigned to your computer by your Internet service provider so you can access the Internet and is generally considered to be non-personally identifiable information, because in most cases an IP address is dynamic (changing each time you connect to the Internet), rather than static (unique to a particular user's computer). We use your IP address to diagnose problems with our server, report aggregate information, determine the fastest route for your computer to use in connecting to our site, and administer and improve the site.

Cookies: Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Most web browsers allow some control of cookies through browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org. The bullets and chart below explains further the cookies we use and why.

"Session" cookies are temporary bits of information that are erased once you exit your Web browser window or otherwise turn your computer off. Session cookies are used to improve navigation on websites and to collect aggregate statistical information. This site uses session cookies.

"Persistent" cookies are more permanent bits of information that are placed on the hard drive of your computer and stay there unless you delete the cookie. Persistent cookies store information on your computer for a number of purposes, such as retrieving certain information you have previously provided (e.g., passwords), helping

to determine what areas of the website visitors find most valuable, and customising the website based on your preferences. This site uses persistent cookies.

"Internet tags" (also known as single-pixel GIFs, clear GIFs, invisible GIFs, and 1-by-1 GIFs) are smaller than cookies and tell the website server information such as the IP address and browser type related to the visitor's computer. This site uses Internet tags. Tags have been placed both on online advertisements that bring people to the site and on different pages of the site. These tags indicate how many times a page is opened and which information is consulted. We do not collect or seek personally identifiable information through these tags.

"Navigational data" ("log files," "server logs," and "clickstream" data) are used for system management, to improve the content of the site, market research purposes, and to communicate information to visitors. This site uses navigational data.