WARWICK ACADEMY WEBSITE

TERMS AND CONDITIONS OF USE

Welcome to the Warwick Academy website. The following terms and conditions of use, together with our privacy policy govern Warwick Academy’s relationship with you in respect of your continued use of this website.

This website is owned by Warwick Academy (“Warwick” or “the School”), a body corporate constituted by legislation, of 117 Middle Road, Warwick, PG 01, Bermuda.

The following provisions govern use of this website:

1. The content of this website is for general information purposes and is subject to change without notice. The School makes no guarantee as to the accuracy or completeness of the information or material it contains and excludes all liability for any errors.

2. Use of any of the information or materials contained on this website is at the user’s risk.

3. All intellectual property (“IP”) contained in this website is either owned by or licenced to the School. This includes, but is not limited to design, layout, photographs, graphics, appearance and literary content. Reproduction of any IP contained in this website without the consent of the School is prohibited by law.

4. Any information given by the user of this website to the School will be protected in accordance with the Personal Information and Privacy Act (“PIPA”) and the School’s Privacy Policy as set out on this website. In addition, please note the following with regard to specific information collected on-line:

   a. Any information collected on this website from which you can be identified will only be used for the limited purpose it was provided.
   b. We may collect name and job title, contact information, demographic information and in the case of existing or prospective students, some sensitive information, including medical history, medications in use etc.
   c. The information gathered is required for the purposes of processing applications, internal record keeping and to ensure the safety and well-being of all students.
   d. The information we gather is secure and we have put in place the requisite safeguards to prevent unauthorized access or disclosure.
e. If you are concerned that any information collected by the School is incorrect, please contact the School’s Privacy Officer, J Finnigan at JFinnigan@Warwick.bm so the School can correct any information found to be inaccurate.

5. The School’s website may contain links to other websites of interest. Use of any such links will lead you to another site over which we have no control. The School has no control over any information submitted by the User on those sites and any information on other sites is not governed by our Privacy Policy.
Warwick Academy

Privacy Policy

Warwick Academy ("Warwick" or "the School") holds certain personal information about you and your child in the usual course of its educational commitments. Maintaining the security of your data is a priority at Warwick. We are committed to respecting your privacy rights and to ensuring full compliance with our obligations under the Personal Information and Privacy Act ("PIPA").

What personal information we collect
Personal information is information that identifies you and relates to you, e.g. information about your family circumstances, your financial information and photographs of you, academic performance records etc. We may also process sensitive personal information such as ethnic group, religious beliefs, relevant medical information and biometric information in the form of fingerprint recognition. Your personal information will usually be collected directly from you, such as from an admissions form, but may be passed to the school by third parties, such as your child’s previous school, doctors and other professionals.

Why we collect the information and what we do with it
Warwick’s primary reason for using your and your child’s personal information is to provide educational services to your child. All personal information received is processed strictly in accordance with PIPA in order to:

- support your child’s teaching and learning;
- monitor and report on your child’s progress;
- collate and publish examination results;
- provide appropriate pastoral care;
- communicate with former students;
- provide references for school transfers and college/university applications;
- monitor email communications and internet use for the purpose of ensuring student compliance with the School Rules and ICT Usage Policy;
- where appropriate, promote the School through our prospectus, website, social media or for press and media purposes (including through the use of photographs or images); and
- other reasonable purposes relating to the operation of the School.

Unless you have requested otherwise, the School may use your contact details to send you promotional and marketing information by post and email about the School and about carefully selected third parties.

Medical information about pupils may be processed so that staff will be able to respond appropriately in the event of a medical emergency and in order to safeguard and promote the welfare of your child. Biometric information about your child may be processed to enable your child to purchase items from the School or access certain facilities or amenities, such as the provision of hot lunches.

Financial information including information obtained from third parties such as credit reference agencies may be processed in order to verify your identity, facilitate fee payment and to assess applications for the award of a bursary. The School may also process information about the payment of fees at the School and share this information with other schools.
With whom we share your personal information and why
From time to time the School may pass your personal information (including sensitive personal data) to third parties, including local Government bodies, private institutions offering scholarships and awards, independent school bodies such as the Independent Schools Inspectorate and the Independent Schools Council, health professionals and the School’s professional advisers, who will process the information:

- to enable relevant authorities to monitor the School's performance;
- to compile statistical information (normally used on an anonymous basis);
- to secure funding for the School (and where relevant, on behalf of individual pupils);
- to safeguard your child’s welfare and provide appropriate pastoral (and where relevant, medical and dental) care;
- where specifically requested by you or your child;
- where necessary in connection with learning and extra-curricular activities undertaken by your child, including the School’s IT systems or online systems;
- to enable your child to take part in national and other assessments and to monitor their progress and educational needs;
- to obtain appropriate professional advice and insurance for the School;
- where a reference or other information about your child is requested by another educational establishment or perspective employer to whom they have applied;
- where otherwise required by law; and
- otherwise where reasonably necessary for the operation of the School.

How long we keep your personal information
We will continue to hold personal information about you and your child even when your child is no longer a pupil at the School for statistical purposes and to provide references. Any photographs or videos of you or your child at School events may continue to be used for promotional purposes after your child has left the School. We will also keep details of your address when your child leaves the School so we can find out how your child is progressing, continue to send you information about the School for promotional, fundraising and marketing purposes and information about the Warwick Academy Alumni Association.

Your rights with respect to your personal information
You and your child have certain rights under PIPA, including a general right to be given access to the personal information that Warwick holds about you and your child, to check the accuracy of that information, and where necessary, to have any errors corrected. Please contact the School in writing if you wish to access your personal information or that of your child.

How we protect your personal information
We have implemented security policies and technical measures to protect the personal information we collect consistent with PIPA. These security measures are designed to prevent unauthorized access, improper use or disclosure, unauthorized modification and unlawful destruction or accidental loss of your personal information or that of your child.

Further questions
If you have any queries about this Notice or how personal data is processed by the School, please contact the Privacy Officer, J. Finnigan at JFinnigan@warwick.bm.