

## **PRIVACY POLICY**

We are generally subject to Swiss data protection legislation (Data Protection Act/DSG and Data Protection Ordinance/VDSG).

To the extent applicable, we shall, however, also adhere to the EU General Data Protection Regulation (GDPR) of 27 April 2016, which also brings about certain external effects for companies and institutions in the non-EU country of Switzerland. With respect to the upcoming revision of the Swiss Data Protection Act (DSG), which will in part draw on the EU regulations, we will inform you below in accordance with Art. 13 of GDPR regarding the collection and processing of personal data by us.

### **1. Introduction**

The privacy policy is pertinent to Copperfield International School, Rue de la Berarde 10, Verbiér 1936, Switzerland, Tel + 41 27 52 06 100.

Copperfield International School Verbiér maintains the website [www.copperfield.education](http://www.copperfield.education) and the materials and information on the site.

This privacy policy provides information about how we process personal data on our website. Please read it carefully and, if you have questions regarding your personal data or its use, please contact us on [info@copperfield.education](mailto:info@copperfield.education).

### **2. Types of personal data we process**

We collect and process voluntary personal data that you provide by sending us an email, applying for a job, accepting an offer of employment, completing an online form or enrolling yourself or your children in our school or related service (e.g musical event). The personal data we process takes different forms and includes:

- names, addresses, telephone numbers, e-mail addresses and other contact details



- information pertaining to students enrolled at Copperfield - contact details, academic progress such as grades, end of term reports, examination results, information related to a student's health
- images , audio and video recordings.

### 3. Collecting, handling and sharing personal data

All personal data collection and analysis is done in compliance with both the applicable Swiss and European data protection laws and the corresponding data are treated confidentially.

We collect most of the personal data we process directly from the individual concerned (or in the case of students, from their parents).

- Personal data held by us is processed by appropriate members of staff for the purposes for which the data was provided. We take appropriate technical and organisational steps to ensure the security of personal data about individuals.
- If an individual completes a form on our website, he/she has the option to give consent to receive generic information from the school. This information is sent to our website-building platform and email marketing platform and is targeted relevant to their interests. For example, information about application procedures, courses offered and newsletters.
- We will only share personal data with affiliates for the purposes of conducting the activities and business of the school and provision of related services. Such third parties process data exclusively on the basis of our order and may not perform any data processing, which does not occur in connection with this privacy statement, in particular the processing of personal data for its own purposes.

### 4. Purposes for which we process personal data

We process personal data to support the School's operations for the School Year and in particular for:



- Prospective families & educational partners seeking further information regarding programmes offered at Copperfield;
- The admission of students to the School Year;
- The provision of education to students - timetables; monitoring student progress, end of term reports;
- The promotion of the school through its own websites, brochures and other publications and communications (including through our social media channels)
- Maintaining relationships with Copperfield alumni and the wider school community by communicating with the body of current and former students and/or their parents/ guardians and organising events.

## 5. Your privacy settings

- You can update your data preferences at any time using the link on our website.
- You always have the right to stop receiving generic communications and to unsubscribe from newsletters.
- If you would like to update your settings, please contact [info@copperfield.education](mailto:info@copperfield.education)

## 6. Links

This and other Copperfield Education websites may contain links to external sites. This privacy notice does not cover how that organization processes personal information. Please be aware that we are not responsible for the privacy practices of such other sites, except those owned and maintained by Copperfield Education.

## 7. Complaints

You have a right to object to a competent regulatory authority in the EU. In Switzerland, you can contact the [Federal Data Protection and Information Commissioner](#) with your concerns.