

Protection of the privacy of users and their information

Oakley House School (the School) takes the protection of Personal Information very seriously and for this reason we take all reasonable measures to protect all Personal Information and to keep it confidential. Personal information refers to information that identifies or relates specifically to the User (you), for example, your name, age, gender, identity number and your email address, as detailed in the Promotion of Access to Information Act ("PAIA"), Act 2 of 2000 and in the Protection of Personal Information Act ("POPIA"), Act 4 of 2013.

Whenever you use this website, complete a form, contact us electronically, or use one of the services or facilities offered by us, we collect personal information about you. Such information will be used by the School only to conduct official school business and will never be disseminated by the school to any unaffiliated third party without your express consent.

The information we receive depends on what you do when you visit our site.

If you visit our site to browse, or to read or download information:

- We collect and store: the name of the domain and host from which you access the Internet; the Internet protocol (IP) address of the computer you are using; the browser software you use and your operating system; the date and time you access our site; and the Internet address of the web site from which you linked directly to our site.
- We use this information to measure the number of visitors to the different sections of our site, and to help us make our site more useful.

If you choose to identify yourself by sending us an email:

- We use information sent to us through e-mail in various ways to further our mission of providing immediate and accurate responses to concerns and requests for information. We may share the information you send with other staff members within the School if we believe that doing so will answer your questions or resolve a concern.

The School will cooperate fully in any investigation concerning or relating to any illegal activities conducted through this website.

You are responsible for the information you choose to submit via the website and should take appropriate care when providing such information.