

# Privacy Policy

Lanterns Schools Ltd is committed to maintaining the confidentiality, integrity and security of your personal information. We take this responsibility very seriously and are proud of our privacy practices. We hope that you will review our full policy which covers Lanterns practices for collecting and processing information on our customers, visitors and job applicants.

## Who controls personal information collected by Lanterns Schools Ltd:

Lanterns Schools Ltd is the data controller for the information collected about you. Our Head Office address is Lanterns Schools Ltd, Unit D, 3 Millharbour, London, E14 9XP

## Why does Lanterns Schools Ltd collect personal information?

Lanterns Schools Ltd takes great care to protect your personal information. We limit the information we collect to what is necessary to provide you with high quality services and respond to specific requests. There are several reasons why we need to collect personal information:

- Respond adequately to your requests;
- Provide a safe, healthy and successful environment for your children in our care;
- Administer medical care when necessary;
- Comply with government regulations and standards;
- Aide in the administration of services; and
- Allow employers providing this benefit to you the ability to assess utilisation and quality services.

## What personally identifiable information does at Lanterns Schools Ltd:

The type of business relationship you have with Lanterns Schools Ltd will determine the specific information we will collect from you:

### If you are a customer we will collect:

Registration information that you provide voluntarily when enrolling your child in our care via telephone, online or in person. This information may include personalised registration password and contact information, your dependent's name, date of birth, gender, allergies, food restrictions, special needs, doctor's information and other information to provide high quality care.

### If you are a visitor we will collect:

Contact information such as name, telephone number, email address and mailing address.

### If you are a job applicant we will collect:

Information that you provide voluntarily when applying for a job via telephone, online or in person. Information may include your name, mailing address, email addresses, telephone number, facsimile number, employment history, education, references, affiliations and other curriculum vitae information.

## Where does Lanterns Schools Ltd store personally identifiable information?

Electronic Information: The electronic personal information we collect about you will be stored and processed on electronic information systems operated by Lanterns Schools Limited.

Hardcopy Information: The hardcopy personal information we collect about you remains in the country where you originally provided it.

## Who does Lanterns Schools Ltd share personally identifiable information with?

Lanterns Schools Ltd considers your personal information confidential and does not sell it to others. However, there are limited circumstances that require Lanterns Schools Ltd to share it with others.

### Agents and Service Providers:

We sometimes employ or contract with other companies and individuals to perform functions on our behalf, such as supporting our systems infrastructure, providing recruiting services etc. These parties are under a legal obligation to use your personal information as solely provided in the contractual services to Lanterns Schools Ltd.

### Business Transfers:

As we continue to develop our business, we might sell or buy assets. If any Lanterns Schools Ltd business unit is sold or substantially all of Lanterns Schools Ltd is acquired, personal information relevant to the operation sold could be one of the transferred assets.

Legal Requirements: We may share personally identifiable information with law enforcement or other entities as required by law 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?

To exercise your rights to access and make appropriate changes or deletions to personally identifiable information we have gathered about you:

- You may contact directly the entity (i.e. the Nursery where your child is enrolled) that stores or process your personally identifiable information to access and update it. Lanterns Schools Ltd may require you to make your access and update requests in writing and to verify your identity.
- Individuals have a right of access to personal data held by Lanterns Schools Ltd relating to themselves. Any individual wishing to access their personal data should put their request in writing to the Nursery Manager. Lanterns Schools Ltd will endeavour to respond to any such written request as soon as is reasonably practicable and in any event usually within 40 days.
- Please note that Lanterns Schools Ltd may charge an administration fee of £10 for providing this information.

## How does Lanterns Schools Ltd protect your personal information?

Lanterns Schools Ltd places a high priority on the security of your information and have implemented numerous measures to secure it. We utilise appropriate technical, administrative and physical safeguards to protect against loss, unauthorised access, destruction, misuse, modification and improper disclosure. Lanterns Schools Ltd securely stores the information you enter on its websites, including registration and payment information and your account password. However, no computer system or information can ever be fully protected against every possible hazard. As a result we cannot guarantee the security and privacy of the information you provide to us.

## How can individuals contact Lanterns Schools Ltd?

If you have any questions, comments, or concerns about this privacy policy or how we are handling your personal information, please contact us.

## Will this Privacy Policy change?

This privacy policy is subject to change and we will post revisions on this site. Please check back periodically, and especially before you provide any personally identifiable information.

What are the Terms and Conditions to use Lanterns Schools Ltd Website?

Use by Children: Lanterns Schools Ltd website is intended for adults.

Please do not use any of our websites if you are not yet 18 years old or

lack the legal authority to form legally binding contracts. Lanterns Schools Ltd does not solicit or knowingly collects any information from visitors under 18 years of age. Consent: By accessing or using any of Lanterns Schools Ltd websites, you acknowledge that you have read, understood, and accepted the practices described in this privacy policy. Please read this privacy policy carefully and be aware that we may change it at any time. As a result, we recommend that you check back regularly to this page to be apprised of any updates of changes.

### Active Information Collection:

Like many websites, this site actively collects information from its visitors both by asking you specific questions and by permitting you to communicate directly with us via e-mail, feedback forms, and/or chat rooms. Some of the information that you submit may be personally identifiable information (that is, information that can be uniquely identified with you, such as your full name, address, e-mail address, phone number, and so on). Some areas of this site may require you to submit information in order for you to benefit from the specified features (such as newsletter subscriptions, tips/pointers) or to participate in a particular activity (such as sweepstakes or other promotions). You will be informed at each information collection point what information is required and what information is optional.

### Passive Information Collection:

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

A “cookie” is a bit of information that a website sends to your web browser that helps the site remember information about you and your preferences.

“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 Web site visitors find most valuable, and customising the Web site 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.

### Links to Other Sites:

This site 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.

Other Terms: Your use of this site is subject to our Legal Notice.