

## Privacy Statement:

### Information about privacy for users of Bay House IT and Design Services (BHITDS) websites

Our use of data is governed by our registration under the 1998 Data Protection Act.

BHITDS websites, with the exception of registration systems, data submissions, email bulletins and forum discussion facilities, do not store the personal information of anyone using the sites.

Where BHITDS websites uses cookies, they are used only to enhance the user experience and to allow certain features to work properly. For example, the forums use cookies once you login so that the site can prepare personalised pages showing which messages are new to you.

Such cookies are deleted once you logout. Cookies are not used to collect user information from users for any other purpose.

Information that you give for registration purposes and form submissions is used only for the stated purpose, for example: to email you updates on the topics you have requested or to send information to your postal address if you have asked for it.

It is not shared with any other public or commercial organisation.

BHITDS websites do not send unsolicited emails or attachments. However, you should be aware that there are computer viruses currently active that copy email addresses from infected PCs and use those addresses as a faked "From" address on emails that they then send to other users. BHITDS websites have no control over, or responsibility for, these forged messages as they originate from infected third party PCs. If you are not expecting an email from BHITDS websites, then you should treat emails that appear to originate from the site with caution.

Note that any "From" address can be faked, not just that of the BHITDS websites. Treat all incoming email with the same caution, and do not open any attachments that you do not know the contents of - even if they appear to come from a trusted source - in case they contain computer viruses. It is recommended that you have up-to-date virus detection software on your computer in order to prevent infections and to protect your files.

An up to date version of this policy can always be found on Bay House School Website:

<http://www.bhitds.co.uk>

If you have any queries please contact the Web Development Team 023 9258 1667 or email [support@bhitds.co.uk](mailto:support@bhitds.co.uk)

