## **Privacy Policy**

This statement discloses the privacy practices for the entire website.



Newcastle International School has adopted a set of information management guidelines which forms the basis of our customer relationships. Any changes to these policies will be posted here on this web site.

## What information does Newcastle International School gather about you?

We require that potential customers supply personal information, including name, address telephone/fax number and email address, age, mother tongue, any prevailing medical conditions or dietary requirements when contacting us.

## • What does Newcastle International School do with the information it gathers?

All the information you supply will only be used by the staff of the school to provide the services you have requested. Information will not be passed to anyone else. Financial details will only be used to access fees, according to your instructions.

Information will be stored for a minimum of one year, up to a maximum of five years, and may be used to keep you informed of new products or special offers. Upon request, we will remove any subscriber and his/her personal information, from our records.

Web Pages visited will be logged for the purpose of improving navigation and marketing of the website.

## • Does Newcastle International School share this information?

We do not release personal information about any of our clients, or potential clients to any third parties.

Newcastle International School is not responsible for the content or the privacy policies of web sites linked to this web site for more information please read the privacy policy of each other web site separately.

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