

PRIVACY POLICY

1. Introduction

The privacy policy is pertinent to Brillantmont International School SA, Avenue Charles-Secrétan 16, 1005, Lausanne, Switzerland, Tel + 41 21 310 0400.

Brillantmont International School maintains the website www.brillantmont.ch 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 digital@brillantmont.ch

2. Types of personal data we process

We process personal data about prospective, current and past students and their parents /guardians (including students enrolled on our Summer Course), about staff and educational partners. 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 during the School Year at Brillantmont -contact details, academic progress such as grades, end of term reports, examination results; information related to a student's health;
- information pertaining to students enrolled during the Summer Course at Brillantmont -contact details, information related to a student's health;
- images, audio and video recordings.

3. Collecting, handling and sharing personal data

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 via a marketing software platform called Hubspot and is targeted relevant to their interests. For example, information about application procedures, courses offered and newsletters.
- We do not share personal data with third parties.

4. Purposes for which we process personal data

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

- Prospective families & educational partners seeking further information regarding programmes offered at Brillantmont;
- The admission of students to the School Year and the Summer Course;
- 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 Brillantmont 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 emails.
- 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 digital@brillantmont.ch