



# DWIGHT SCHOOL HANOI

## Dwight School Hanoi - Privacy Notice

At Dwight School Hanoi, we respect and are committed to maintaining your privacy. Our website provides information to you and facilitates your interaction with us.

### **1. Purpose of collection of personal information:**

We only collect personally identifiable data that you voluntarily submit to us. You can have general access to our site and browse pages describing our school without providing any personal information or being required to register with us. However, you may not be able to access all parts of our site without supplying personal information. For example, you may need to provide us with personal information to register for an event or to complete online forms or applications, and to contact us through our online form, you must supply personal information.

### **2. Type of personal data:**

General personal data associated with a particular person or used to identify a person. This may include name, email address and contact details.

### **3. Scope of information use:**

Personal information collected by us is used to:

- Send you publications, school updates and printed materials
- Inform you of school and other events and activities
- Communicate with you about issues pertinent to your child or family
- Provide mandatory reporting information to government education authorities

It is your right to view the personal information we hold about you and we appreciate understanding that this takes time to prepare so appointments are required.

### **4. Persons or organizations that may access information:**

Dwight School Hanoi maintains confidential and secure databases and files, to which only authorized staff have access. Volunteers and staff members may be provided with personal information on specific individuals, to assist them in their responsibilities. Staff members and volunteers are trained in dealing with personal information, and are required to adhere to our privacy policy.

We will not disclose any of your personal information to anyone, other than to Dwight School and other affiliates, except as permitted by law, such as to our attorneys. We will only release information about you if you direct us to do so, if necessary to comply with a legal process, or in connection with any government or regulatory organization request or investigation. We may also disclose information you provide to us to companies that perform marketing



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services on our behalf. If such a disclosure is made, we will require such third-parties to treat your private information with confidentiality.

## **5. Warranties:**

Dwight School Hanoi does not rent, sell, trade or provide personal information to individuals or organizations outside of the school. Dwight School Hanoi also does not engage education agents or consultants nor release personal information to education agents or consultants.

Dwight School Hanoi does not track the email addresses of visitors to our website. However, we do record the country of origin for each visitor and the web pages they viewed for statistical and research purposes only. At no time is the identity of the user known or recorded.

## **6. Duration of information storage:**

We keep your personal information to ensure continued use of the services, and keep it for as long as is necessary to fulfill the objectives specified in this Privacy Notice, or as required by law, or to perform other work as notified to you in advance. The length of time we keep personal information varies depending on the purpose of use. We will delete your personal information in accordance with applicable law or upon your request.

## **7. Methods and tools for consumers to access and modify their personal data on the e-commerce system of the information collection unit:**

At any time you can access and amend your personal information according to the appropriate links that we provide.

## **8. Rights and obligations of the data subject:**

a. Subject to applicable law, you have the following rights:

- (i) You have the right to be informed of your personal data processing, unless otherwise provided for by law.
- (ii) You have the right to give consent to the processing of your personal data, unless otherwise provided for by law.
- (iii) You have the right to access your personal data in order to look at, amend or request amendment of your personal data, unless otherwise provided for by law.
- (iv) You have the right to withdraw your consent, unless otherwise provided for by law.
- (v) You have the right to delete or request deletion of your personal data, unless otherwise provided for by law.
- (vi) You have the right to obtain restrictions on the processing of your personal data, unless otherwise provided for by law. The restriction on the processing of personal data shall be implemented within 72 hours after receiving the request of the data subject, and all personal data that the data subject requests the restriction, unless otherwise provided for by law.



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- (vii) You have the right to request Dwight School Hanoi to provide you with your personal data, unless otherwise provided for by law.
- (viii) You have the right to object to Dwight School Hanoi using your personal data in order to prevent or restrict the disclosure of personal data or the use of personal data for advertising and marketing purposes, unless otherwise provided for by law. Dwight School Hanoi shall comply with your request within 72 hours after receiving the request, unless otherwise provided for by law.
- (ix) You have the right to file complaints, denunciations and lawsuits as prescribed by law.
- (x) You have the right to claim damage as prescribed by law when there are violations against regulations on protection of your personal data, unless otherwise agreed by parties or unless otherwise prescribed by law.
- (xi) You have the right to self-protection according to regulations in the Vietnam Civil Code, other relevant laws, or request competent agencies and organizations to implement civil right protection methods.

b. Subject to applicable law, you have the obligations to:

- (i) Protect your own personal data.
- (ii) Respect and protect others' personal data.
- (iii) Fully and accurately provide your personal data when you consent to the processing.
- (iii) Participate in dissemination of personal data protection skills.
- (iv) Comply with regulations of law on protection of personal data and prevent violations against regulations on protection of personal data.

## **9. Address and contact information:**

For all questions and concerns related to the management of personal information, please contact [communications@dwighthanoi.org](mailto:communications@dwighthanoi.org)

All materials on the Dwight School Hanoi website are copyrighted by Dwight School Hanoi, unless otherwise indicated. For permission to use any material from this site, please contact us at [communications@dwighthanoi.org](mailto:communications@dwighthanoi.org).

Dwight School Hanoi, The Manor Central Park, Hoang Mai district, Hanoi, Vietnam.