

Privacy Notice

(GDPR COMPLIANCE - HOW WE LOOK AFTER YOUR DATA)

Absolute Education is a Website developed and maintained by Mr J Andrews. This privacy policy explains how we use any personal information submitted via our website, how to contact us, right to be forgotten and how to submit a data subject request.

Topics:

1. What information we collect about you?
2. How we use this information?
3. How we keep your data safe
4. What are the lawful bases for processing?
5. Marketing and removal
6. Access to your information, correction and data subject request
7. Cookies
8. Changes to our privacy policy
9. Complaints
10. How to contact us

1. What information we collect about you?

We collect information about you when you register for an account with us. We collect and store your Title, First Name, Surname, Email Address and Role within the school.

We also process information that you provide regarding pupils from your school. It is your obligation to have identified the appropriate legal basis for sharing this data prior to submitting any information.

When you create an account a data processing agreement (Service Level Agreement) will be agreed by both parties when you agree to our terms of service.

If you no longer subscribe to our service, we will confirm your cancellation and we will permanently delete all data associated with your account from our UK Servers.

2. How we use this information?

We use your information collected from the website to personalise your repeat visits. We do not pass on any information that you have uploaded to third parties.

3. How we keep your data safe

All your data is stored on a server in the UK. All your data is regularly backup to ensure nothing will be lost or your service interrupted. When data is used on the website, then data is encrypted using SSL (Secure Socket Layer), which is the industry standard. This is visible with a padlock in the url. Finally, your data is only accessible by approved staff members at your school which is maintained by you. In addition staff approved at our end can access your data, but this only to develop, maintain and improve the site.

4. What are the lawful basis for processing?

We carry out data processing on behalf of you the user via a data processing arrangement (Terms of Service). Our lawful basis for processing your data is based on a **SLA Contract** that you have entered when creating an account.

5. Marketing

If you consent to receive marketing, we will keep you up dated on any information about products and services that we offer. We will never use pupil information in market nor will their details be passed on to any third parties. We will also send you information regarding website improvements and changes. Of course, you may wish to opt out, which you have the right to do so at any time. If you no longer wish to be contacted for marketing purposes, please view your preference section of your profile on the website or alternatively contact us, see section 8 for further information.

6. Access to your information, correction and data subject request

You have the right to request a copy of any information that we hold about you. If you would like a copy of all or some of your personal information, please email or write to us at the following

address. In addition we are required to comply with the requirement of any subject access request received by data processing partners.

Email:

info@absolutecoaching.org.uk

Address:

Mr J Andrews
Absolute Education
40 Greenway Avenue
Taunton
Somerset
TA2 6HY

There is no charge for this service, **however please be aware** this may take up to 7 days for us to process.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. If you would like to close an account and delete your information, then please contact us using our contact details. We will delete and remove all data that we hold on you, including school data if requested. All data is permanently deleted from our UK Servers.

Please note we may ask you to prove your identity prior to actioning a right to be forgotten request or changes to any data we hold.

7. Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitors use of the website and compile statistical reports on website activity.

For further information visit <http://www.bbc.co.uk/webwise/guides/about-cookies>

You can set your browser to not accept cookies for our website or accept cookies altogether. However, in doing so some of our site features will not work as a result. For example, remember me login feature and google analytics will not work.

8. Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on the website. In addition to further updates we will contact you via email. This privacy policy was updated on **3 July 2020**.

9. Complaints

If you have any concerns or complaints, please use our contact details to get in touch. If you need to take your complaint further or are concerned that we are not handling your data correctly, please contact ICO directly. (Information Commissions Office).

<https://ico.org.uk/>

10. How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you.

Data Processor

Name: Mr Joseph Andrews

Email:

info@absolute-education.co.uk

Address:

Mr J Andrews
Absolute Education
40 Greenway Avenue
Taunton
Somerset
TA2 6HY