

Privacy Notice for School Contacts

Data Tools for Schools Limited takes its Data Protection responsibilities very seriously. Under UK data protection requirements, you have the right to be informed about how Data Tools for Schools Limited will use your personal data. We respect and value the privacy of all of our customers and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

This privacy notice explains how we use your personal data; how it is collected, how it is held and how it is processed. It also explains your rights under the law relating to your personal data.

Information about us and how to contact us

Data Tools for Schools Limited is a Limited Company registered in England Wales, no 7721705.

Our registered business address is 27a Rowan Way, Halifax. HX3 7WF.

Our ICO registration is Z2930873.

The companies Data Protection Officer is Adam Byrnes, and he can be reached by telephone on 01422 410580, by post at the address above or by email to dpo@datatoolsforschools.co.uk

Who processes your information?

Data Tools for Schools Limited is the data controller of the personal information provided. This means that we determine the purposes for which, and the manner in which, any personal data relating to our customers is to be processed.

In some cases, personal data processing will be outsourced to a third-party; however, this will only be done with your consent, unless the law or our policies allow us to share your data. Where we outsource data to a third-party processor, the same data protection standards that the company upholds are imposed on the processor.

What personal data is collected?

We may collect some or all of the following personal data (this may vary according to your relationship with us):

- Name
- Email address
- Telephone numbers
- Place of work (school name)
- Job title
- Profession / responsibilities

This data may have been supplied to us by your place of work/your employer.

How we use your data?

Data Tools for Schools Limited has the legal right to collect and use personal data relating to our customers.

- Your personal data may be used for one or more of the following purposes:
- Providing and managing your account
- Supplying our products and/or services to you
- Communicating with you, including responding to emails and/or calls from you
- Supplying you with information by email and/or post that you have opted-in to (you may unsubscribe or opt-out at any time by contacting us).

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email and/or by post with information, news, and offers on our products and/or services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under data protection regulations, and you will always have the opportunity to opt-out.

The lawful basis on which the we use personal data

In most cases the lawful basis under which we process customer data is for the performance of a contract with you. It may occasionally be in our legitimate interests to do so or we may seek your consent.

Storing personal data

Personal data relating to our customers is stored in line with data protection requirements.

We may store or transfer some or all of your personal data in countries that are not part of the European Economic Area (EEA). These are known as “third countries” and may not have data protection laws that are as strong as those in the UK and/or the EEA. This means that we will take additional steps in order to ensure that your personal data is treated just as safely and securely as it would be within the EEA.

Where we transfer your data to a third party based in the US, this may be protected if they are part of the EU-US Privacy Shield. This requires the US based third party to provide data protection to similar levels that third parties in Europe adhere to.

How long will you keep my personal data?

We will not keep your personal data for any longer than is necessary, which may differ depending on the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

- In the majority of cases we will only retain your personal data whilst we are delivering a product and/or providing a service to your school (determined by contractual dates).
- Where your name or contact details appear in logs or communications that seek to evidence actions that we have taken, we may retain this data for up to 12 months subsequent to delivering a product and/or service to your school (determined by contractual dates).
- Where you have opted into marketing communications we will retain your data for up to two years after we have last received a response from you, or up until such a point that we think your data may need updating.

Sharing your information

We will not share any of your personal data with any third parties for any purpose.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

Individuals rights regarding personal data

Customers have a right to make a ‘**subject access request**’ to gain access to personal information that Data Tools for Schools Limited holds about them. All subject access requests should be made in writing and sent to the email or postal addresses shown above.

If you make a subject access request, and if the company does hold information about you we will;

- give you a description of it
- tell you why the company is holding and processing it, and how long it will be kept for
- explain where the company got it from, if not from you
- tell you who it has been, or will be, shared with

- let you know whether any automated decision-making is being applied to the data, and any consequences of this
 - give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to any subject access request within one month of receiving it.

Other rights regarding personal data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress
- object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact the DPO.

Complaints

We take any complaints about the collection and use of personal information very seriously. If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5A