

Privacy Policy

School PUPIL TRACKER Ltd

Rural Enterprise Centre, Vincent Carey Road, Hereford HR2 6FE

www.schoolpupiltracker.co.uk

www.spto.co.uk

www.schoolpupiltrackeronline.co.uk

www.mychildsreport.co.uk

We update this Policy from time to time so please review this Policy regularly.

At School PUPIL TRACKER Ltd we are dedicated to safeguarding and preserving your privacy when visiting our site or communicating electronically with us. This Privacy Policy, together with our terms of website use, provides an explanation as to what happens to any personal data that you provide to us, or that we collect from you. For information on how we store information you record with us when you log in and use the School PUPIL TRACKER Online software, please read the Terms and Conditions of Purchase, which can be found at www.spto.co.uk/schoolpupiltracker/documents/terms_and_conditions.pdf

What information do we collect about you?

In operating our website we may collect and process the following data about you:

- i. Details of your visits to our website and the resources that you access, including, but not limited to, traffic data and other communication data.
- ii. Information that you provide by filling in forms on our website, such as when you order our products or book a place on a course.
- iii. Information provided to us when you communicate with us for any reason.

Do we share your information with other companies?

We do not share the information we store with any other bodies with the exception of financial accounting information which is shared with our accountant team, HMRC and other government department or bodies as required in order for us to fulfil our legal responsibilities. We will only share other information where we are legally required to do so.

How is the data we hold used?

We use the data we store solely to administer our business - for example to compile our accounts or contact schools to support them.

What is our legal basis for processing your personal data?

We ask for and ensure there is consent to storing your data whenever you fill in a form for us. If you wish to withdraw your consent, please contact us at info@schoolpupiltracker.co.uk

Where do you store the information electronically?

Our data is hosted in the UK at a secure facility in Manchester by UK Fast Limited who are fully compliant with and certified by the ISO27001 standard for protected data storage.

<https://www.ukfast.co.uk/data-security.html>

UKFAST Accreditations

- ISO 27001:2013 accredited security solutions
- ISO 9001:2008 certification for internal Quality Management
- PCI DSS Compliant

Are you registered with the Information Commissioners Office?

We are fully registered with the Information Commissioner's Office under the Data Protection Act 1998, registration number Z2487479.

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

How long will you hold this information?

We must store financial and account information as required by the HMRC.

We must store tracking and website information in order to fulfil our security obligations.

No other information we store is identifiable to users or customers and this non-identifiable data is kept for a period of five years. For information on how we store information you record with us when you log in and use the School PUPIL TRACKER Online software, please read the Terms and Conditions of Purchase, which can be found at www.spto.co.uk/schoolpupiltracker/documents/terms_and_conditions.pdf

Your right to access your data

You have a right to access any personal information we store, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Any requests or objections should be made in writing to info@schoolpupiltracker.co.uk

How to make a complaint

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact the Data Protection Officer using the contact details below. If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Identity and contact details of the Data Controller

Merrill Crabtree-Livesey is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR).

Contact details of the Data Protection Officer

Neil Crabtree-Livesey is the Data Protection Officer who can be contacted at info@schoolpupiltracker.co.uk

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive (depending on your computer browser settings). Cookies allow web applications to respond to you as an individual user.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Alternatively, you may wish to visit www.aboutcookies.org which contains comprehensive information on the use of cookies in a wide variety of browsers. You will also find details on how to delete cookies from your computer as well as more general information about cookies. For information on how to do this on the browser of your mobile phone you will need to refer to your handset manual.

You must agree to the storage of cookies by us on your computer in order to log in to an account to access assessment information at www.spto.co.uk or www.mychildreport.co.uk . Three cookies are placed on your computer after you have successfully logged in: one is used to record your Username (if you choose to do so) so that when you next log in this appears for you; the second and third cookies are placed on your computer to identify you and your secure session to maintain strict session security. The second and third cookies are a requirement of our software to maintain you as securely logged in.

Third Party Links

You will find links to third party websites on our website. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever.