

PRIVACY POLICY for School PUPIL TRACKER Limited

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

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 sets forth the principles that govern the use by customers of the Web-based products and services provided by School PUPIL TRACKER Ltd. This POLICY is designed to help protect our customers, and the Internet community, from irresponsible, abusive or illegal activities.

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.

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

[For the purpose of the Data Protection Act 1998 our data controller is Merrill Crabtree-Livesey].

Information We Collect

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, location data and other communication data.
- ii. Information that you provide by filling in forms on our website, such as when you registered for information.
- iii. Information provided to us when you communicate with us for any reason.
- iv. We may on occasion gather information regarding your computer whilst you are on our website. This enables us to improve our services and to provide statistical information regarding the use of our website. Such information will not identify you personally it is statistical data about our visitors and their use of our site. This statistical data does not identify any personal details whatsoever.

Use of Your Information

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition, we may use the information for the following purposes:

- i. To provide you with information requested from us, relating to our products or services. To provide information on other products which we feel may be of interest to you, where you have consented to receive such information.
- ii. To meet our contractual commitments to you.

- iii. To notify you about any changes to our website, such as improvements or service/product changes, that may affect our service.

If you are an existing customer, we may contact you with information about goods and services similar to those which were the subject of a previous sale to you.

Further, we may use your data, so that you can be provided with information about unrelated goods and services which we consider may be of interest to you. We or they may contact you about these goods and services by any of the methods that you consented at the time your information was collected.

If you are a new customer, we will only contact you when you have provided consent and only by those means you provided consent for.

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 so that when you next log in this appears for you; the others are placed on your computer to identify you and your secure log in session to maintain strict session security. The second and third cookies are a requirement of our software to maintain you as securely logged in.

Storing Your Personal Data

We may transfer data that we collect from you to locations outside of the European Economic Area for processing and storing. By submitting your personal data, you agree to this transfer, storing or processing. We will take all reasonable steps to make sure that your data is treated securely and in agreement with this Privacy Policy.

Data that is provided to us is stored on our secure servers. Details relating to any transactions or data entered into on our site will be encrypted to ensure its safety.

The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk. Where we have given you (or where you have chosen) a password or username so that you can access certain parts of our site, you are responsible for keeping this password and username confidential.

Disclosing Your Information

Where applicable, we may disclose your personal information to any member of our group.

We may also disclose your personal information to third parties:

- i. Where we are legally required to disclose your information.
- ii. To assist fraud protection and minimise credit risk.

Third Party Links

You may 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 as we have no control over them.

Access To Information

The Data Protection Act 1998 gives you the right to access the information that we hold about you. Please note that any demand for access may be subject to payment of a fee of £10 which covers our costs in providing you with the information requested. Should you wish to receive details that we hold about you please contact us using the contact details below.

Contacting Us

We welcome any queries, comments or requests you may have regarding this Privacy Policy. Please do not hesitate to contact us at info@schoolpupiltracker.co.uk