

Privacy Notice (Subscriber Information)

May 2018

The Maths Passport - Company Number.

The categories of information that we collect, hold and share include:

- Subscribers
 - Basic information
 - Name of Individual subscribing
 - Work Contact details of the subscriber - subscribers acting for a school should use the school provided email address
 - School contact addresses,
 - bank details and other financial information of the School

Why we collect and use this information

We use the data:

- For the purposes of administration (and to confirm the identity of prospective subscribers)
- To give and receive information
- To fulfil our contractual and legal obligations
- To monitor (as appropriate) the use of copywrite and trademarked

The lawful basis on which we use this information

In order to carry out its ordinary duties to subscribers the company processes some personal data about individuals as part of its daily operation. Some of this activity will be for the need to carry out in order to fulfil its legal rights, duties or obligations – including those under a contract with subscribing schools.

Furthermore the data is held for legal and regulatory purposes (for example tax, VAT and trademark legislation)

Collecting information

Generally, the Company receives personal data from the subscribers via an online form or through email correspondence. However in some cases personal data may be supplied by third parties (for example the School working with that individual);

Storing data

The Company retains data via a cloud system, GDPR compliant and based in the UK.

Typically, the legal recommendation for how long to keep this information is up to 7 years for Tax purposes.

Who has access to the data and who does the School share it with

Occasionally, the Company will share information relating to its subscribers with third parties, such as Lawyers and Accountants or relevant authorities such as HMRC, Police or the Local Authority. For the most part, data collected will remain within the Company Cloud, and will be processed by appropriate individuals only in accordance with access protocols.

Finally, in accordance with Data Protection Law, some of the School's processing activity is carried out on its behalf by third parties, such as IT systems, web developers and cloud

storage providers. Where possible this is subject to GDPR assurances that personal data will be kept securely and only in accordance with our specific directions.

Requesting access to your personal data

Under data protection legislation, subscribers have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact J ap R Jones, (Data Protection Officer)
You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

J ap R Jones, (Data Protection Officer)