

Websites and Blogs Ltd

Privacy Policy

and how the data is used and stored in compliance with the General Data Protection Regulations

At Websites and Blogs Ltd, we are committed to protecting and respecting your privacy.

This policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others, and how we keep it secure.

We may change the policy from time to time so please check this page occasionally to ensure that you are happy with any changes. By using our website, you are agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to sales@schools.co.uk or by writing to the registered address, Websites and Blogs Ltd, 9 Home Farm Close, Great Oakley, Northamptonshire NN18 8HO.

Who are we?

We are Websites and Blogs Ltd, who use the trading name of schools.co.uk, a leading educational digital marketing company dedicated to providing marketing services and educational resources.

How do we collect information from you?

We obtain information about you when you use our website, when you contact us about products and services, via public domain information, and teleresearch.

What type of information is collected from you?

The personal information we collect might include your name, address, email address, what weblinks you have accessed and when. If you make a purchase or product from us, your card information is not held by us, it is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions as explained below.

How is your information used?

We may use your personal information to:

- administer your account
- process any order that you have submitted to us so that we can provide the products and services that you have requested from us
- update you on our products, offers and services*
- process any order that you have submitted
- carry out our obligations arising from any contracts entered into by you and us
- deal with requests for free reports and articles
- analyse the results of any questionnaires that you complete about the services or products of our clients
- consider a job application

*When updating you on our products, offers and services these will be sent in accordance with our Legitimate Interests assessment (November 2017). This ensures that our interests are aligned with the interests of the individual, i.e. that it is advantageous that you receive an optimised service in order to make informed choices on products and services to benefit your decisions on purchases.

We will ensure that this is not likely to negatively impact on your individual rights as you will have a choice whether to read, delete or opt-out of the communication. We will also ensure that this marketing is not likely to result in unwarranted harm or stress to you as all communication sent is appropriate to an educational environment rather than in an individual or personal context.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (such as accounting details). We will hold your personal information on our systems for as long as necessary for the relevant activity, or as long as is set up in any relevant contract you hold with us.

Who has access to your information?

We do not sell, rent or share your personal details to third parties outside of our group for marketing purposes (unless you have expressed an interest in a third party via our communications) or if the information is part of the public domain.

When you are using our secure online payment facilities, your payment is processed by a third party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about our services, products, offers, etc, then you can contact us at sales@schools.co.uk to opt out and unsubscribe.

We will not contact you for marketing purposes unless you or your organisation has provided us with details to do so and/or you have indicated that you wish to be contacted.

How you can access and update your information

The accuracy of your information is important to us. We are constantly working on ways to update our data and make it easier for you to review and correct the information that we hold about you. In the meantime, if you change your email address, or any of the other information we hold is inaccurate or out of date, please email us at sales@schools.co.uk or write to us at Websites and Blogs Ltd, 9 Home Farm Close, Great Oakley, Northamptonshire NN18 8HO.

You have the right to ask for a copy of the information that Websites and Blogs Ltd hold about you (we may charge £10 for information requests) to cover our costs in providing you with details of the information we hold about you.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it is treated securely.

Non-sensitive details (your email address, etc) are transmitted normally over the internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at

your own risk. Once we receive your information, we make our best effort to ensure its security in our systems. Where you have chosen a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Profiling

We may analyse your personal information to create a profile of interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively.

Use of 'cookies'

Like many other websites, Websites and Blogs Ltd website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in the loss of functionality when using our website.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of that third party site.

18 or under

We are concerned to protect the privacy of children aged 18 or under. If you are aged 18 or under, please get your parents/guardian's permission beforehand whenever you provide us with personal information.

Transferring your information outside of Europe

As part of the services offered to you through this website, the information which you provide us may be transferred to countries outside the European Union. By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you are agreeing to this transfer, storing or processing. If we transfer your data outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated November 2017.