

Privacy Notice Document

Introduction

This privacy notice document serves to reassure our customers and potential customers that we care about protecting the data that are provided to us, how we use that data and how customers can request to have their information removed or deleted from our systems.

Who we are?

SMaR+ PD is a provider of Mathematics Professional Development for Early Years and Primary School Practitioners.

SMaR+'s director, Laurie Jacques. Is accountable for GDPR compliance.

Please contact Laurie by email: lauriejacques@smartpd.co.uk if you have any queries or questions about how we protect personal data.

What information do we collect?

We collect the following data for the following purposes:

Event bookings:

Participants names; school name; school addresses; school email addresses and school phone numbers, invoice contact details

Event evaluations:

Participant names and email address

Website:

Cookies

How do we use personal information?

- account set up and administration
Our GDPR cloud-based accounting system is password protected and only accessible to members of administrative staff
- delivering marketing and events communication
We use fully GDPR compliant third-party software and database providers to help administer the mailing list, but we won't share your data with any other third parties. You will always be able to opt out by unsubscribing at the bottom of any of our emails to you.
- internal research and development purposes

What legal basis do we have for processing your personal data?

We process data on the following legal basis

- consent – we only email teachers who have opted in to receive our email marketing.
- Contract – we only process details for contracting purposes and do not use information provided for contracting for other business purposes.

When do we share personal data?

- We will never share the data we hold with anyone other than for our own business purposes.

How do we secure personal data?

We use cloud-based storage that is GDPR compliant.
Staff understand the requirements for storing and protecting data and are familiar with this policy.

How long do we keep your personal data for?

We hold on to consented data until the named individual opts out.
We hold on to contractual data for five years from the last point of engagement.

Your rights in relation to personal data

Individuals may opt out from our email-marketing at any time by choosing 'unsubscribe' at the base of our email text.

Laurie Jacques

Director, SMaR+ PD.

24th May 2018