

The Literacy Shed Privacy Policy

This Privacy Policy is applicable to any personal information, which is given by You to Us ("User Information") via this web site. This Policy is devised to help you feel more confident about the privacy and security of your personal details.

"You" shall mean you, the user of the Site. "We/Us" means The Spelling Shed "Users" means the users of the Site collectively and/or individually as the context allows.

We process personal data only in strict compliance with the Data Protection Act 1998 and associated legislation **including GDPR**.

Data Collection

When using the Site and its services You may encounter areas where You may be asked to enter User Information. Such User Information will be used in accordance with this Privacy Policy and for the purposes for which it was collected, for any other purposes specified at the collection point.

What data we collect

School Subscriptions

Name of School
Address of School
Phone number of school
Email address of lead subscriber
Email address of finance officer
No of classes in the school.

No personal information such as names of teachers or students are requested or stored.

All information gathered shall be retained confidentially by The Literacy Shed Ltd throughout the lifetime of the subscription and then for 7 years. We may be asked to disclose your information without your consent if we are required to comply with a legal obligation (e.g. a criminal investigation). From time to time The Literacy Shed Ltd will share your information to approved third party organisations who retain your information confidentially and do not share with

third party companies. The data shared is for purposes such as internal administration and auditing.

If you have any questions about the information that Literacy Shed Ltd is required to hold or wish to request access or changes to your data, please contact rob@literacyshed.com

Individual Subscriptions

Name

Email Address

School Name and Address

Username

Password (we do not have access to your password)

Payment Method

Payment details are stored within an Encrypted system powered by Stripe. Their Privacy/GDPR Policy can be found here <https://stripe.com/gb/privacy>

All information gathered shall be retained confidentially by The Literacy Shed Ltd throughout the lifetime of the subscription and then for 7 years. We may be asked to disclose your information without your consent if we are required to comply with a legal obligation (e.g. a criminal investigation). From time to time The Literacy Shed LTD will share your information to approved third party organisations who retain your information confidentially and do not share with third party companies. The data shared is for purposes such as internal administration and auditing.

If you have any questions about the information that Literacy Shed Ltd is required to hold or wish to request access or changes to your data, please contact rob@literacyshed.com

Cookies

You should be aware that by using the site, information and data may be automatically collected through the use of Cookies. "Cookies" are small text files that store basic information that a web site can use to recognise repeat site visits and, as an example, recall your name if this has been previously

supplied. We may use this information to observe your internet use and to compile data in order to improve the Site, target the advertising and assess general effectiveness of such advertising.

Cookies do not attach to Your system or damage Your files.

Security & Privacy by Design

Security and Data Retention Security is very important to Us. Secure Socket Layer ("SSL") encryption technology is used for protection of information in transit for any sensitive transactions such as payments. Additional security procedures are in place to protect the confidentiality, integrity and availability of Your User Information.

By policy, we only collect personal data strictly necessary for the operation of our system and in many cases anonymised data can be used.

We will comply with all relevant Data Protection legislation in relation to the period for which We retain your User information.

All Literacy Shed Ltd data is stored and processed in the UK