

## **123SOW Privacy Policy (Revised May 2018)**

**123SOW** is a scheme of work and CPD tool for Primary Computing, owned by **123ICT Ltd**, which provides teaching resources to teachers.

This privacy policy sets out how **123SOW** uses and protects any information that you give **123ICT Ltd**, when you join **123SOW**.

**123ICT Ltd** is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when registering to join the **123SOW** membership, then you can be assured that it will only be used in accordance with this privacy statement.

**123ICT Ltd** may change this statement from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy replaces all previous privacy policies for **123SOW** and has been revised in anticipation of the General Data Protection Regulations (GDPR) which are due to come into force on the 25<sup>th</sup> May 2018.

### **What we collect**

We may collect the following information:

- \* name and job title;
- \* contact information including your school and email address;
- \* other information that may be relevant to membership of **123SOW**.

### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- \* internal record keeping;
- \* to improve our products and services;
- \* for accounting purposes.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. Nevertheless, in the unlikely event of the **123SOW** being hacked, or any security breach, we will inform you by email that this has happened.

### **Cookies**

What are cookies? Cookies are small text files sent by your web browser by a website you visit. A cookie file is stored in your web browser and allows the Service or a third party to recognize you and make your next visit easier and the Service more useful to you.

**123SOW** makes use of cookies directly to keep track of your account and manage your school's planner. Third party cookies may be used by some analytical and statistical plugins installed on the website to enhance their service. The video service we you may use a cookie to anonymously gather statistics on how you got there and what videos you visited.

### **What are your choices regarding cookies?**

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that some features of this site may not work as intended. If you'd like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser.

### **Links to other websites**

**123SOW** contains links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties.

Under the GDPR, It is your right to request the details of any personal information which we hold about you. If you would like a copy of this information, please e-mail: [sow@123ict.co.uk](mailto:sow@123ict.co.uk)

You have the right to have all personal information removed from the **123SOW**. If you would like to cancel your membership and have all your personal information deleted, please e-mail: [sow@123ict.co.uk](mailto:sow@123ict.co.uk)

If you believe that any information we are holding on you is incorrect or incomplete, please e-mail us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

