

## Schoolhouse Books Ltd. - Privacy Policy

We take your privacy seriously.

This Privacy Policy governs our data collection, processing, and usage practices. It also describes your choices regarding use, access, and correction of your personal information.

We may update this policy from time to time by publishing a new version on our website so you should check this page occasionally to ensure you are happy with any changes to this policy.

### 1. How we use your personal data

In this Section 1 we have set out:

- (a) the general categories of personal data that we may process;
- (b) the purposes for which we may process personal data;
- (c) the legal bases of the processing.

#### 1.1 Service data

We may process your personal data that is provided in the course of the use of our services ("**service data**"). The service data may include your name, email address, postal address, service preferences, and basic financial information. The source of the service data comes from you when you provide it to us in the course of a negotiation or sale. The service data may be processed for the purposes of providing our services, ensuring the security of our services, maintaining back-ups of our databases and communicating with you. The legal basis for this processing is the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract and our legitimate interests, namely our interest in the proper administration of our business.

#### 1.2 Enquiry data

We may process information contained in any enquiry you submit to us regarding products and/or services ("enquiry data"). The enquiry data may be processed for the purposes of offering, marketing and selling relevant products and/or services to you. The legal basis for this processing is consent.

#### 1.3 Transaction data

We may process information relating to transactions, including purchases of goods and services that you enter into with us ("transaction data"). The transaction data may include your contact details and the transaction details. The transaction data may be processed for the purpose of supplying the purchased goods and services and keeping proper records of those transactions. The legal basis for this processing is the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract and our legitimate interests, namely our interest in the proper administration of our business.

#### 1.4 Notification data

We may process information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters ("notification data"). The notification data may be processed for the purposes of sending you the relevant notifications and/or newsletters. The legal basis for this processing is consent.

#### 1.5 Correspondence data

We may process information contained in or relating to any communication that you send to us ("correspondence data"). The correspondence data may include the communication content and metadata associated with the communication. The correspondence data may be processed for the purposes of communicating with you and record-keeping. The legal basis for this processing is our legitimate interests, namely the proper administration of our business, and communications with users.

#### 1.6 The establishment, exercise, or defence of legal claims

We may process any of your personal data identified in the other provisions of this policy where necessary for the establishment, exercise, or defence, of legal claims, whether in court proceedings or in an administrative, or out-of-court, procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.

#### 1.7 Compliance with a legal obligation

In addition to the specific purposes for which we may process your personal data set out in this Section 2, we may also process any of your personal data where such processing is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

#### 1.8 Other People's Personal Data

Please do not supply any other person's personal data to us, unless we prompt you to do so.

## 2. Providing your personal data to others

We will not share your information with any other organisation except in the following circumstances:

#### 2.1 Third party providers

We may give your information to third party providers of products purchased by you if Schoolhouse Books does not own the resource, as in the case of an externally-hosted online resource, and only in order to fulfil your order.

#### 2.2 Enforcement Authorities

We will disclose your information to enforcement authorities if asked to do so, or to a third party in the context of actual or threatened legal proceedings.

### **3. Retaining and deleting personal data**

This Section 3 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.

#### **3.1 Length of retention**

The periods for which we keep your information depend on the purpose for which your information was collected and the use to which it is put. Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

#### **3.2 Retention relating to a legal obligation**

Notwithstanding the other provisions of this Section 5, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests, or the vital interests of another natural person.

### **4. Security of personal data**

#### **4.1 Appropriate measures**

We will take appropriate technical and organisational precautions to secure your personal data and to prevent the loss, misuse, or alteration of your personal data.

#### **4.2 Secure storage**

We will store all your personal data on secure servers, personal computers, and mobile devices, and in secure manual record-keeping systems.

### **5. Your rights**

In this Section 5, we have summarised the rights that you have under data protection law. Some of the rights are complex, and not all of the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.

#### **5.1 Principal rights**

Your principal rights under data protection law are:

- (a) the right to access;
- (b) the right to rectification;
- (c) the right to erasure;
- (d) the right to restrict processing;
- (e) the right to object to processing;

- (f) the right to data portability;
- (g) the right to complain to a supervisory authority;
- (h) the right to withdraw consent.

## 5.2 Right to access

You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee.

## 5.3 Right to rectification

You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

## 5.4 Right to erasure

In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data is no longer necessary in relation to the purposes for which it was collected or otherwise processed; you withdraw consent to consent-based processing; the processing is for direct marketing purposes; and the personal data has been unlawfully processed. However, there are certain general exclusions of the right to erasure. Those general exclusions include where processing is necessary: for exercising the right of freedom of expression and information; for compliance with a legal obligation; or for the establishment, exercise or defence of legal claims.

## 5.5 Right to restrict processing

In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

## 5.6 Right to object to processing

You have the right to object to our processing of your personal data on grounds relating to your particular situation, but only to the extent that the legal basis for the processing is that the processing is necessary for: the performance of a task carried out in the public interest or in the exercise of any official authority vested in us; or the purposes of the legitimate interests pursued by us or by a third party. If you make such an objection, we will cease to process the personal information unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

## 5.7 Right to object to direct marketing

You have the right to object to our processing of your personal data for direct marketing purposes (including profiling for direct marketing purposes). If you make such an objection, we will cease to process your personal data for this purpose.

## 5.8 Right to object to processing for scientific or historical research

You have the right to object to our processing of your personal data for scientific or historical research purposes or statistical purposes on grounds relating to your particular situation, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

## 5.9 Right to data portability

To the extent that the legal basis for our processing of your personal data is consent, and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

## 5.10 Right to complain to a supervisory authority

If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with a supervisory authority responsible for data protection. You may do so in the EU member state of your habitual residence, your place of work or the place of the alleged infringement. In the UK the supervisory authority is the Information Commissioner's Office - <https://ico.org.uk>.

## 5.11 Right to withdraw consent

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

## 5.12 Providing us with written notice

You may exercise any of your rights in relation to your personal data by written notice to us at [info@sprint-education.co.uk](mailto:info@sprint-education.co.uk) or to the postal address as published in this privacy policy.

## 6. Personal data of children

### 6.1 Age range

Our website and services are targeted at persons over the age of 13. If we have reason to believe that we hold personal data of a person under that age in our databases, we will delete that personal data.

## 7. Updating information

### 7.1 What to do if you want your data updated

Please let us know by email at [admin@schoolhousebooks.co.uk](mailto:admin@schoolhousebooks.co.uk) or by post to the postal address as published in this privacy policy if the personal information that we hold about you needs to be corrected or updated.

## 8. Our details

### 8.1 This website

This website is owned and operated by Schoolhouse Books Ltd.

### 8.2 Our company registration

We are registered in England and Wales under registration number 05097906, and our registered office is 2, Kirk House, Kirkgate, Birstall, West Yorkshire, WF17 9HE

### 8.3 Our place of business

Our principal place of business is 2, Kirk House, Kirkgate, Birstall, West Yorkshire, WF17 9HE

### 8.4 Contact methods

You can contact us:

- (a) by post, using the postal address given above;
- (b) by telephone, on 01924 359236 or the contact number published on our website from time to time;
- (c) by email, on [admin@schoolhousebooks.co.uk](mailto:admin@schoolhousebooks.co.uk) or using the email address published on our website.