

Presit Education Data Protection Policy

General outline.

(Please see also our statement held on the ICO website – ICO details on page 2 of this document)

Presit Education is committed to your privacy.

Presit Education needs to keep certain information about our students, parents, staff and other third parties from time to time. Other users and third parties are necessary to enable us to run programmes, monitor achievement, performance and progress, and meet other basic data handling requirements.

We only collect information that is necessary to our work and that information which helps us to deliver the right services and feedback to our customers. For example, deliberately, we rarely need to take a physical address.

General Data Protection Regulations (GDPR)

With the introduction of the General Data Protection Regulations in May 2018, Presit Education have reviewed data protection arrangements to ensure compliance with the new regulations.

Presit Education Data Protection Policy

Our Data Protection Policy complies with the Data Protection Act 1998. The Act states that information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. It explains what kind of information Presit Education should keep, how it should obtain and store that information and how long information should be kept.

All our students, staff and other users are entitled to know:

- What information Presit holds and processes about them and why.
- How to gain access to it.
- How to keep it up to date
- What Presit Education is doing to comply with its obligations under the 1998 Act

Presit staff have responsibilities to check, update and correct personal data, and to ensure it is confidential and secure.

What information do we collect?

We monitor and record the progress and achievement of our students/users. We collect limited information about parents and students - when you enquire and register to use our resources or register for a face to face exam. We may also collect information when you complete customer satisfaction surveys, provide feedback or participate in competitions. When you access our websites we may use your IP address to help diagnose problems with our server, and to administer our website. We may use cookies to keep the style of the pages you are viewing consistent throughout the site and in the same state next time you return to us - and for marketing and remarketing purposes.

How we use your information

We may use your information for the following purposes:

Providing our service. To provide services to you; to communicate with you, including via email, to respond to your enquires; and for other customer service purposes.

Marketing. We may market our services to persons inside and outside of outside the EU. We may provide you with news and newsletters, special offers, and promotions; to contact you about products or information and for other marketing purposes provided that you have not opted-out of receiving such communications.

Legal compliance and obligations. To comply with relevant legal obligations, including requests from law enforcement.

How we disclose your information

We may disclose your information, including personal information, with the following entities:

Presit Users. We will disclose your information to Presit staff and administrators. This information may include user name, full name, email address and test results.

Affiliates & Contractors. We may disclose your information to current or future affiliates or subsidiaries for research, marketing, and other purposes consistent with this policy. E.g. Webdevelopers and external sites contracted by us.

Third parties. We may disclose your information to our vendors, service providers, and others who perform duties on our behalf.

We may also disclose your information, including personal information, in the following ways:

Business Transfers. We may disclose your information to another business or entity if we go into partnership with or merge with another company; if we sell or transfer a business unit or assets to another company, or as part of any other similar business transfer.

Legal Compliance. We may disclose your information in order to comply with the law, regulation, or other legal process, or government request for information.

Protecting Rights and Interests. We may disclose your information where we believe it is necessary to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety of any person, or indeed to investigate and protect violations of our terms and conditions or other policies.

Cookies and other tracking mechanisms

We and our service providers/ contractors use cookies and other tracking mechanisms to track your use of our Site or Services.

Cookies. We or our service providers may use cookies to track user activities on our site, such as the pages visited and time spent on our site. Most browsers allow users to refuse cookies. Users who disable cookies may not be able to browse certain areas of the Site.

We and our service providers may use other tracking technologies eg Clear GIFs, pixel tags, Local Storage Objects. We use service providers, such as Google Analytics as well as advertising reporting features, to evaluate the use of our site and our services. We or our service providers use automated devices and applications to evaluate use of our site and services offered on the site.

Security

We take reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification or disclosure. If you have an account with us, you should take steps to protect against unauthorised access to your account by, among other things, choosing a robust password that nobody else knows or can easily guess and keeping your log-in and password private. We are not responsible for any lost, stolen, or compromised passwords or for any activity on your account via unauthorised password activity.

We take reasonable steps to ensure the personal information that Presit collects, uses or discloses is accurate, complete and up-to-date. You may modify your personal information by updating your account on our Site or by contacting us at the address given on the final page of this document. We also have a “contact us “ button. On request, we will give you access to the personal information we hold about you. If any personal information we hold about you is out of date or inaccurate, we encourage you to let us know by contacting us and asking us to correct it.

If you are a registered user, we may send, (with your prior consent if you are outside the EU), periodic informational emails to you. You may opt out of such communications at any time by following the opt-out instructions contained in the email. Please note that it may take up to five (5) business days for us to process opt-out requests. If you opt out of receiving emails about recommendations or other information we think may interest you, we may still send you emails about your account or any Services you have requested or received from us provided that you have not opted-out of receiving such emails.

Consent to transfer personal information

Please note that your personal information may be transferred outside the country in which you are located, By using our services, you consent to the transfer and processing of your information in a jurisdiction that may not have the same level of data protection as your home country. You are entirely free not to consent by not using our service. However, if you do not consent, then we may not be able to provide you with our services.

Children

Our site is for use of parents. For example email results will only be sent to the parental email set up when registering with us.

Although our site provides practise and testing resources for students of school age, our site and promotional materials are not targeted to children under thirteen (13) years of age (sixteen (16) for EU residents unless provided otherwise by applicable law) nor do we knowingly collect personal information from children under thirteen (13) (sixteen (16) for EU residents unless provided otherwise by applicable law). If we discover that a child under thirteen (13) (sixteen (16) for EU residents unless provided otherwise by applicable law) data is in the system without adult consent, we will promptly delete such personal information from our systems. We encourage children under thirteen (13) (sixteen (16) for EU residents unless provided otherwise by applicable law) to obtain their parent's or guardian's permission before sharing personal information with any website.

External links

This Site may, from time to time contain links to other websites. We are not responsible for the information handling practices or content of these external websites. Please ensure that you read the Terms and Conditions and privacy policies of these third parties before using such websites.

Changes to this Privacy Policy

This Privacy Policy is current as of the Effective Date set forth above February 2018. We may change this Privacy Policy from time to time, and new versions will be posted on this Site, so please check back periodically for updates.

How to contact us

Please be aware that by subscribing to Presit Education's services and to purchasing a face to face or online examination / or service you have automatically given consent for Presit to hold and use information about you - as stated previously. If you have any concerns about this, please contact the Data Protection Officer.

If you are unhappy with the way your request for information has been dealt with or you think your data has been misused or not held securely, please contact the Data Protection Officer in the first instance:

Data Protection Officer
Presit Education
International House
24 Holborn Viaduct
London
EC1A 2BN
Email: admin@presiteducation.co.uk

If you are unhappy with the outcome of your enquiry and / or complaint, you can escalate your complaint to the [Information Commissioner's Office \(ICO\)](#).

ICO helpline: [0303 123 1113](tel:03031231113)

Presit Education
Data Protection Policy &
PRIVACY STATEMENT
February 2018

1. Introduction

Presit Education need to keep certain information about its employees, students and other users to allow it to monitor scores and test results, performance, achievements etc. It is also necessary to process information so that staff can be recruited and paid. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, Presit must comply with the Data Protection Principles that are set out in the Data Protection Act 1998

In summary these state that personal data shall:

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and kept up to date.
- Not be kept for longer than is necessary for that purpose.
- Be processed in accordance with the data subject's rights.
- Be kept safe from unauthorised access, accidental loss or destruction.
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

2. All Presit staff or contractors who process or use any personal information must ensure that they follow these principles at all times. In order to ensure that this happens, we have developed this Data Protection Policy.

This policy does not form part of the formal contract of employment, but it is a condition of employment that employees will abide by the rules and policies outlined within it. Any failures to follow the policy can therefore result in disciplinary proceedings. Any member of staff, who considers that the policy has not been followed in respect of personal data about themselves, should raise the matter with the Data Protection officer.

3. Notification of Data Held and Processed

All staff, students , parents and other users are entitled to:

- Know what information Presit holds and processes about them and why
- Know how to gain access to it.
- Know how to keep it up to date

- Know what Presit is doing to comply with its obligations under the 1998 Act

4. Responsibilities of Staff

All staff are responsible for:

- Checking that any information that they provide to in connection with their employment, is accurate and up to date
- Informing Presit of any changes to information which they have already provided (e.g. changes of address, additional qualifications, etc.)
- Checking information issued by Presit Education that gives details of information kept processed about students, parents and where necessary and appropriate - staff
- Informing Presit Education of any errors or changes. Presit Education cannot be held responsible for any errors unless the user or staff member has informed Presit Education of them.

If and when, as part of their responsibilities, staff collect information about other people (i.e. students or parents etc , they must comply with any relevant guidelines for staff and follow the general guidelines of this policy.

Personal information is available to Presit partners and executive managers also.

It should be:

- password protected;
- collected and held only when relevant to the situation at hand. For example: Emergency telephone contact details of parents/carers will be sought and will be kept by local staff at examination venues. No other information about parents or students is necessary in this instance.

5. Rights to Access Information

Staff, students, parents and other Presit users have the right to access any personal data that is being kept about them either on computer or in certain files. Any user who wishes to exercise this right should contact the Data Protection officer

Presit will make a charge of £10 on each occasion that access is requested. Presit aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 21 days unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the data subject making the request.

6. Consent required in certain instances - Presit can only process personal data with the consent of the individual. In some cases, if the data is sensitive, express consent must be obtained. Agreement to Presit Education processing some specified classes of personal data is a condition of use of Presit

resources , and a condition of employment for staff. This includes, but is not limited to, information about previous criminal convictions. Some jobs or tasks will bring the applicants into contact with children, including but not limited, to young people between the ages of 14 and 18. Presit has a duty under the Children’s Act and other enactments to ensure that staff are suitable for the job.

Presit also has a duty of care to all staff and students and must therefore make sure employees and those who use Presit services (for example at examination venues) do not pose a threat or danger to other customers or users of Presit resources. Presit may also ask for information about particular health needs, such as allergies to particular forms of medication or any conditions such as asthma or diabetes. Presit will only use the information in the protection of the health and safety of the individual.

11. Processing Sensitive Information - Sometimes it is necessary to process information about a person’s health, criminal convictions, race, gender and family details. This may be to ensure that the Presit website and venues are a safe place for everyone. Because this information is considered sensitive, and it is recognised that the processing of it may cause concern or distress to individuals, staff will be asked to give express consent for Presit Education to do this.

13. Retention of Data - Presit Education will keep some forms of information longer than others. Because of storage limitations, information about students cannot be kept indefinitely unless there are specific requests to do so. Presit will consider such requests and reserve the right to seek appropriate and fair compensation for this where we deem necessary. In general information about students will be kept for a maximum of ten years after they have last used Presit resources. This will include: Name, address, date of birth, Academic results, and other such information as required and relevant.

Presit will need to keep information about staff for longer periods of time. This will include, information necessary in respect of pensions, taxation, potential or current disputes or litigation regarding the employment, and information required for job references.

3. All staff have a duty to make sure that they comply with the data protection principles that are set out within this document

Staff should ask themselves these key questions when handling and processing data:

- Do you really need to record the information?
- Is the information ‘standard’ or is it ‘sensitive’?
- If the information is sensitive, do you have the data subject’s express consent?
- Has the student, parent, staff member been informed that this type of data will be processed?
- Are you authorised to collect/store/process the data?
- If yes, have you checked with the data subject that the data is accurate?

- Are you sure that the data is secure?
- If you do not have the data subject's consent to process, are you satisfied that it is in the best interest of the student or the staff member to collect and retain the data?

This concludes our policy

Presit Education is committed to reviewing and updating this policy as it deems necessary in line with legislation and good practice.