



Play Phonics Privacy Notice

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Introduction

Play Phonics is committed to protecting your privacy when using our online services and will process any personal data in accordance with the current Data Protection Legislation. In this policy we explain how and why we collect your information, what we do with it and what controls you have over our use of it.

From time to time, we will add or change functions, features or products to our website or add or change Services. This, and our commitment to protecting the privacy of your personal information, may result in periodic changes to this Privacy Policy. As a result, please remember to refer back to this Privacy Policy regularly to review any amendments.

Any questions regarding our Privacy Policy should be directed our to our data controller emmy@playphonics.net

1.0 Your acceptance of these Privacy Notice terms

By using our website, you unconditionally agree to be bound by this Privacy Policy.

2.0 Personally Identifiable Information

This privacy policy refers to any information that Play Phonics collects and can be used to identify, contact or locate the person to whom such information pertains including, name, address, phone number, fax number and email address.

3.0 Types of Information We Collect

Play Phonics collects a limited amount of personal information, but only when that information is provided by you or you provide authorization for us to obtain it. The type of information we will collect about you includes, but is not limited to:

- your name
- your position
- school/setting address
- phone number
- email address

4.0 Parties to Whom we Disclose Information

As a general rule Play Phonics does not disclose personal information about our clients or participants to any outside organisation. However, to the extent permitted by law and any applicable code of Professional Conduct, certain nonpublic information about you may be disclosed in the following situations:

- As part of any actual or threatened legal proceedings. Should this occur, we disclose only the information necessary and take reasonable precautions to ensure that the information disclosed does not become a matter of public record.
- As part of a child protection investigation. Should this occur, we disclose only the information necessary and take reasonable

precautions to ensure that the information disclosed does not become a matter of public record.

5.0 Confidentiality and Security of Nonpublic Personal Information

Except as described in this notice, we restrict the access of your nonpublic personal information to the workshop leaders of Play Phonics and other parties who must use that information to provide services to you. Third-party rights to further disclose and use information is limited by the policies of our company, our Code of Professional Conduct, applicable law and nondisclosure agreements where appropriate.

6.0 Email Information

If you choose to communicate with us via email, we may retain the content of your email messages, your email address and our responses. You may send correspondence via email to: info@playphonics.net

7.0 How we use this information

It's important that you understand what we'll do with the data that we hold about you, as well as the lawful reasons we are allowed to do this.

We use the information we hold about you for the following purposes:

Performing our contract with you

We need to process information in order to provide you with the courses and the services you've asked for under our contract. For example, we may use your information (such as your contact information) to organise your courses and assign workshop leaders.

For our legitimate business interests

This means that using your information is necessary for us to build our business and provide our services to you. We consider and balance any potential impact on you and your rights before we process your personal data for our legitimate interests. Our legitimate interests include:

- **Maintaining and improving our services:** for example, we may use your information to ensure that our services are working as intended – for example, understanding which parts of the website are easiest to use. We may also contact you for suggestions on how we can improve the way we provide our services to you.
- **Communicating with you about our services:** we may contact you about Play Phonics news, product updates and new courses that we think you might be interested in. We may also contact you to provide you with offers, competitions, marketing materials and other promotional materials, both online and through other marketing channels, such as third party social networks, like Facebook.

If at any time you do not wish to receive contact from us please e-mail us at (info@playphonics.net). In this instance, we may keep suppression data – this is a record that you have either unsubscribed or indicated that they you no longer wish to be contacted by us. We retain just enough data to make sure that you are not included in any future communications.

8.0 Keeping Your Information Secure

We restrict access to personal information wherever possible to people who need to know that information to process it and who are subject to contractual confidentiality requirements.

9.0 Retaining and holding your information

We keep the personal information we collect for no longer than is necessary for the purposes for which we collected it.

The length of time depends on the purposes for which we use it, or otherwise to meet our legal obligations.

We will delete any information as soon as we no longer have a valid reason to hold it.

10.0 Cookies

A cookie is a small file, which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes, by gathering and remembering information about your preferences. Play Phonics may use cookies to identify which pages are being visited on our site only. This helps us to analyse data about web page traffic and improve our website in order to tailor it to site visitor needs. We only use this information for statistical analysis purposes after which the data is removed from the system.

11.0 How do I change my cookie settings?

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org

12.0 Links

This web site (www.playphonics.net) may contain links to other web sites. Please note that when you click on one of these links, you are moving to another web site and our privacy policy no longer applies. We encourage you to read the privacy statements of these linked sites as their privacy policies may differ from ours.

13.0 Your right to information

You have the right to a copy of the information we hold about you. This is known as a subject access request. For more information on this, please visit: <https://ico.org.uk/for-the-public/personal-information/>

14.0 Contact Us

If there are any queries regarding this Privacy Policy you may send correspondence to: Email: emmy@playphonics.net