

Abacus Edutech Privacy Notice

At Abacus Edutech Limited, we are committed to protecting and respecting your privacy.

This Notice explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by writing to Data Protection, Abacus Edutech Limited, 22 Faulkner Place, Brize Norton, Carterton, Oxon OX18 1NF or by email to support@abacusedutech.co.uk.

Who are we?

We are Abacus Edutech Limited, a UK based education software developer. We are here to support schools by using new ideas and innovative technologies that are designed to make managing school SEND departments easier.

How do we collect information from you?

We obtain information about you when you use our websites, for example, when you contact us about products and services, from exhibitions and networking and from communications with our sales and support teams.

What type of information is collected from you?

Depending on the service required, the personal information we collect might include your name, email address, job title, company address and phone number, IP address and information regarding what pages are accessed and when and any other information required to fulfil your request.

How is your information used?

We may use your information to:

- respond to enquiries;
- to carry out our obligations arising from any contracts entered into by you and us;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you communications which you have requested or that may be of interest to you. These may include information about our latest software developments;

How long do we keep your data?

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity. This period may vary if we consider it necessary for good operational or commercial reasons, or in order to meet other legal obligations.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass your information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to send you mailings). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties beyond Abacus Edutech Limited for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

Third Party Product Providers we work in association with: We work with Wonde for the purpose of retrieving data from Organisations' Management Information Systems. We will only pass your information to them if and when you purchase a service from us and hence agree to our terms and conditions. Wonde's Privacy Policy can be found here:

<https://www.wonde.com/wp-content/uploads/Privacy-Notice-Wonde.pdf>

We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, or if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

Your choices

You have a choice about whether or not you wish to receive information from us. If you wish to receive direct marketing communications from us about software offers then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information, or by emailing us at support@abacusedutech.co.uk.

You can change your marketing preferences at any time by contacting us by email: support@abacusedutech.co.uk

How you can access and update your information

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: support@abacusedutech.co.uk or write to us at: 22 Faulkner Place, Brize Norton, Carterton, Oxon OX18 1NF.

You are entitled to access the personal information that we hold on you. Any such request should be made using our contact details above. If any data we hold is inaccurate, this will be corrected promptly on request. In certain circumstances, you can request that we erase your data, which we will do where this would not prevent us meeting our legal or regulatory obligations.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online and offline.

Profiling

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively.

Use of 'cookies'

Like many other websites, the Abacus Edutech website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow websites to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

Transferring your information outside of Europe

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the United Kingdom ("UK") or the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the UK or the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the UK or the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the UK or the EU, your information may be transferred outside the UK or the EU in order to provide you with those services.

Your right to complain

You have the right to complain to the Information Commissioner's Office, you can use this link <https://ico.org.uk/global/contact-us/> or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate).

Our ICO reference number is ZB353994. Our Data Protection Officer is Joseph Bettle (joe.bettle@abacusedutech.co.uk).

Review of this Policy

This Policy was last updated 6th November 2022.