Abacus Edutech - TA Timetabler Privacy Notice

Last Updated: 21 October 2025

This privacy notice explains what personal data we collect and how we process it when you use our TA Timetabler web application. This notice may be updated from time to time without notice, and any changes will be reflected on this page.

Introduction

This notice applies to your use of the TA Timetabler web application available at tatimetabler.co.uk

The Privacy Notice applicable to your use of the Abacus Edutech website available at abacusedutech.co.uk.

Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

Company Information

We are Abacus Edutech Limited (collectively referred to as **Abacus Edutech**, **we**, **us** or **our** in this notice). We are a private limited company, registered in England, with Company Number 13880209. In the vast majority of cases, where we process your personal data in respect of your use of TA Timetabler, we do so as a data processor, acting on behalf of the school or college (**Organisation**) where you are a member of staff or student. This privacy notice provides details about the limited circumstances in which we collect and process your personal data for our own purposes (acting as a data controller).

Our registered contact address is:
Abacus Edutech Limited
22 Faulkner Place
Brize Norton
Carterton
Oxon OX18 1NF

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Abacus Edutech's Data Processing

Our primary business is "data processing".

You are granted access to TA Timetabler as a result of our agreement with your Organisation. The Organisation has entered into a contract with us, pursuant to which we have agreed to provide various software solutions (including TA TImetabler) to the Organisation. The Organisation wishes to use our services in order to allow the Organisation to manage the daily scheduling and allocation of teaching assistants.

In order to provide such services, the Organisation will provide us with certain information relating to its staff and students. We are also required to process certain personal data (including personal data belonging to staff and students and parents/guardians), that you or another user uploads, inputs or otherwise shares via TA Timetabler.

This may include your:

- name, contact details, and/or images;
- employment details; and/or
- special categories of personal data (or "sensitive" personal data), including details about your race or ethnicity, Special Educational Needs information and information about your health.

In respect of any personal data that you share via TA Timetabler:

- we process the personal data on behalf of the Organisation and only in accordance with the Organisation's instructions (as set out in our contract with them);
- the Organisation determines what personal data to store, how it is processed and for what purposes, the applicable legal basis for processing such personal data and when it is deleted;
- we only access the personal data shared via TA Timetabler and stored by the Organisation in order to carry out the Organisation's instructions and to maintain or improve the services or to fix faults. We do not use the personal data for any other purposes;
- we don't share the personal data with any third parties, unless the Organisation instructs us to do so or if we are otherwise required to do so by law; and
- we do not use sub-contractors to process the personal data on our behalf.

The data we process that is stored by the Organisation will be retrieved using the API of a third party, Wonde. Their Privacy Policy can be found here: https://www.wonde.com/wp-content/uploads/Privacy-Notice-Wonde.pdf

It is important that (in addition to this privacy notice) you have also read and understood the Organisation's privacy notice in order to understand the purposes for which they process your personal data, including personal data that you share via TA Timetabler. It is the Organisation's responsibility to ensure that they make this information available to you. Please contact the Organisation for more details about the terms upon which we process such personal data on their behalf.

We will work with the Organisation, where necessary, in order to support your rights as a data subject.

This privacy notice provides details about how we collect and process your personal data for our own purposes (acting as a data controller).

The data Abacus Edutech collects about you acting as data controller.

We may collect, use, store and transfer different kinds of personal data about you as follows:

- Identity Data: for example, your first name, last name, username or similar identifier.
- Contact Data: for example, your email address and telephone numbers.
- Device Data: includes data relating to your mobile device, for example, your time zone setting and device lock status.
- Technical Data: includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access the Site.
- Usage Data: includes details of your use of any of our Apps including, but not limited to, traffic data and other communication data, and the resources that you access.

Where you upload, input or otherwise share a third party's personal data via TA Timetabler, you are solely responsible for ensuring that you have first obtained the third party's consent (or have another appropriate legal basis) to share such personal data, and to advise the third party that you have shared their personal data via TA Timetabler and bring this privacy notice to their attention.

Collection of Personal Data

We will collect and process the following data about you:

- Information you give us. This includes any Identity Data that you provide when you report a problem with an App or our Services. If you contact us, we will keep a record of that correspondence.
- Information we collect about you and your device. Each time you interact with our web application, we will automatically collect personal data including Device, Technical and Usage Data.

Use of 'cookies'

Like many other websites, the website operated by Abacus Edutech at https://www.tatimetabler.co.uk 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.

We use the following types of cookies on the website:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our website. These essential cookies are always enabled because our website won't work properly without them. They include, for example, cookies that enable you to log into secure areas of our website.

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.

We do not download or otherwise centralise any information that we collect using cookies. Such data is only ever stored on your device or computer (as applicable). We do not share the information with any third parties.

Our use of your personal data

We will only use your personal data when the law allows us to do so. Most commonly we will use your personal data in the following circumstances:

- Where you have consented before the processing.
- Where we need to perform a contract we are about to enter or have entered with you.
- Where it is necessary for our legitimate interests (or those of the Organisation) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

We will use your personal data for the following purposes:

- We will use Identity, Device and Technical data to deliver services to you and the Organisation. The lawful basis for this processing is for the performance of a contract with you. It is necessary for the Organisation's legitimate interests (in order to provide their functions and services in a cost-effective, accessible and stream-lined manner)
- We will use Technical and Usage data to administer and protect our business and the web application including troubleshooting, data analysis and system testing. This is necessary for our legitimate interests (for running our business, provision of administration and IT services, network security)

Disclosures of your personal data

We will not share your personal data with third parties, except in the limited circumstances set out below:

- We may share personal data with third parties to whom we may choose to sell, transfer or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.
- We may share personal data with third parties in limited circumstances where we are required to do so by law.

Subject to the below, we do not transfer your personal data outside the United Kingdom.

We use Brevo (together with its sub-processors, as described in the Brevo DPA - https://www.brevo.com/legal/termsofuse/) as our email service provider. Your name and email address, and the names and email addresses of individuals you provide to us, are used to send emails as part of the function of TA Timetabler. Important information about TA Timetabler and Abacus Edutech may be sent to users from time to time. No student data is processed by Brevo, although some student details could be in the content of the emails generated by users.

We may be required to transfer personal data out of the UK through Brevo or other providers, where you or the Organisation are based outside the UK and where the processing is necessary either for the performance of our contract with you or the performance of our contract with the Organisation concluded in your interests.

Data security

All the information you provide to us is stored within the UK data centre of Microsoft Azure cloud platform.

Once we have received your information, we will use strict procedures and security features to try to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way.

All of the data we store within the Microsoft Azure cloud platform will be encrypted.

If you are provided with, or choose, a password and/or other log-in details in order to use the web application, it is your responsibility to keep such password and/or other log-in details confidential and secure.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator when we are legally required to do so.

Data retention

On termination or expiry of our contract with the Organisation, your right to use the web application will automatically terminate. We will automatically delete from our system any

personal data relating to third parties which you or your Organisation have uploaded, inputted or otherwise shared via TA Timetabler within 90 days of the date of termination or expiry of our contract with the Organisation, with the exception of any personal data that we are required to keep for legal or regulatory purposes.

We will retain the personal data which we hold in respect of you as an individual, including data relating to your personal account as a user of TA Timetabler, in accordance with our standard retention policy, but you may instruct us to delete this at any time through your account or by emailing us at support@abacusedutech.co.uk .

Your legal rights

Under certain circumstances you have the following rights under data protection laws in relation to your personal data:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer or your personal data.
- Right to withdraw consent.

To find out more about these rights please refer to the ICO's website at https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/. In most cases, the Organisation (as defined above) is primarily responsible for making decisions about how your personal data is processed by use. In most cases, you should contact the Organisation in the first instance if you wish to exercise any of your data rights. If your query relates to data where we are the controller, please also feel free to contact us and we will try to assist.