

# UniqueSchools PRIVACY POLICY

This Privacy Notice governs the manner in which Unique Schools collects, uses, maintains and discloses information collected from users (each, a “User”) on the website (“Site”). This Privacy Notice applies to the website and our organisation.

## **Data Controller:**

Unique School Communications Limited, t/a Unique Schools, Unit 38, Block 4, Northwood Court, Santry, Dublin D09 RD63.

Email: james@uniqueschools.ie

## **Personal Data (in connection with the provision of services to our school clients):**

We use personal data in a variety of ways in connection with the delivery of services to schools. We process this data as per our contractual obligation to the schools we work with.

- **Name and contact data.** We collect parent/guardian 1 & 2 first and last name, email address, mobile phone number, school name, and student first and last name, email address, school year, class, VSware ID, date of birth, and PPOD number.
- **Extra-Curricular.** We collect data about the extracurricular activities you (if you are a student) or your child (if you are a parent) participates / is interested in.
- **Contacts and relationships.** We collect data about your child if you are a parent. This data is limited to your child’s name, year and class. We collect this data only if the school has certain modules in the App that requires parent/child verification and the data is only used for this purpose.
- **Image.** If you choose to upload your profile photograph to your profile, your image will be stored on our secure server. We request access to the camera on your device in order to do this.
- **Payment data.** If your school app has the School Payment or Bookstore we request data necessary to process your payment if you make purchases, such as your Credit Card number and the security code associated with your Credit Card. We will also collect receipt data or financial transaction data. All of this information is stored with our merchant bank, STRIPE. Unique Schools do not hold any credit card information on our servers.
- **Device and Usage data.** We collect data about your device and how you and your device interact with the App. For example, we collect:
- **Product use data.** We collect data about the items you purchase.
- **Device, connectivity and configuration data.** We collect data about your device you use to connect to our App. It includes data about the operating system, operating system version and model and manufacturer. This is to help us to resolve any issues that you may report to use via email using our support email address support@uniqueschools.ie
- **Troubleshooting and Help Data.** When you engage Unique Schools for troubleshooting and help, we collect data about you and your hardware, software and other details related to the incident. Such data includes contact or authentication data, and system and data about App installations and hardware configurations.

## **How we use collected information (including data processes in connection with the provision of services to our school clients):**

We use personal data for purposes including:

- provision and continuous development of our software products;
- provision of customer support;
- provision of training and support to the school;
- to comply with our contractual obligations with the school;
- to promote our legitimate business interests;
- to comply with our legal obligations as limited company;
- to comply with our reporting obligations to various government bodies i.e. CRO, Revenue;
- to provide appropriate training, direction and support to our staff;

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### **How we protect your information:**

We adopt appropriate data collection, storage, processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

### **How long do we keep your personal information?**

We keep your personal information for a length of time as per our Retention Policy i.e. For our software client's data, this generally means we will retain data for up to 30 days after the contract of service with the school expires. After this time, your data will be disposed of or rendered anonymous. In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in our Data Protection Policy.

### **Sharing your personal data:**

The sharing of personal data and the nature of what is shared depends on various factors. We may also share personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc.) as needed. At all times, we shall ensure that the sharing of information is done so as per the requirements of the GDPR.

Our use of third parties may include entities outside the EU/EEA who will process personal data of EU residents on our behalf in the direct exercise of our key organisational processes. Unique School Communications Limited warrants that the use of non-EEA services is an organisational necessity.

In the event we intend to transfer Personal Data to sub-Processor(s) established in a Third Country/ies and if required by the applicable legislation, we shall execute on behalf of the Customer and in its capacity as data exporter, Standard Contractual Clauses. For the avoidance of doubt, all countries other than the UK and the EU Member States will be considered as Third Countries in the meaning of the GDPR.

### **Your rights**

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you. Furthermore we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent;
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us below.

### **Personal Identifiable Information (Website)**

We may collect personal identification information from users in a variety of ways in connection with activities, services, features or resources we make available on our Site. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personally identification information, except that it may prevent them from engaging in certain Site related activities.

### **Non-personal Identifiable Information (Website)**

We may collect non-personal identification information about users whenever they interact with our Site. Non- personal identification information may include the browser name, the type of computer and technical information about the users means of connection to our Site, such as the operating system and the Internet service providers utilized and other similar information.

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### **Our use of cookies**

Cookies are small pieces of code sent from websites to your device and used to store information by your web browser (see <http://www.youronlinechoices.com/ie/>). Our use of cookies and other technologies may collect information such as your IP address, operating system, the browser you use and the frequency and length of your visits to our website. This information is treated as your personal information by Unique School Communications Limited under the terms of this Statement. We use cookies and other technologies to:

- keep track of how you interact with our website;
- target advertising;
- keep track of how you access and download our materials; and
- offer functionality on our website, including social media plug-ins and sharing.

### **Changes to this privacy policy**

Unique School Communications Limited may from time to time update this privacy policy. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

### **Links**

Some pages of our Website include external links to third party websites. We have no control over and are not responsible for these websites or the use of your information by third parties. You should check the privacy notices on any third party websites to ensure that you are satisfied with their privacy practices, prior to sharing any personal information.

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