

Privacy Policy – EAS, CPD Online and Thingi websites

What it covers

The Education Achievement Service (EAS) and its member Local Authorities are committed to protecting and respecting your privacy. We collect and process personal data and this policy will inform you how we handle the information we collect and process when you visit our websites and tell you about your privacy rights and how the law protects you.

It is important that you read this policy so that you are fully aware of how and why we are using your data.

We are the controller and responsible for your personal data.

This version was last updated on 24 May 2018.

What information do we collect, use, hold, process and share?

You can browse the EAS website to view core information about the organisation, and browse the Professional Development website (CPD online) to view training courses offered, without disclosing any information about yourself.

Personal data, or personal information, means any information about an individual from which that person can be identified.

The types of information we may collect, use, process and share include: your name, title, postal address, email address, telephone number and school link. To enable you to book a place on a training course advertised on the Professional Development website, specific personal information will be required.

We may also collect information automatically about your usage of the websites using cookies and other technology. To that effect, we use your IP address (a series of numbers that identifies a computer on the internet) to collect, among other things, internet traffic data and data regarding your browser type and computer. We use this information to measure and analyse information on visits to the websites, to tailor the websites to make it better for visitors and to improve technical performance. If you do not want to receive cookies, you may reject them by using your browser settings provided they are not necessary for delivery of our websites or services to visitors. For more information see our Cookie Policy.

How does the EAS use this information

EAS will use the personal information:

- To book a place for you on professional development events;
- To generate invoices and/or journal entries for event fees/charges and collect money from you;
- To inform the event manager of any special requirements or assistance you require;

- To populate user accounts with information relevant to that user;
- To manage our relationship with you (notifying changes to our terms or privacy policy);
- To administer and protect our business and the websites.

We may also use the information;

- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;
- Where we need to comply with a legal or regulatory obligation.

Cookies: You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see our Cookie Policy.

The lawful basis on which we use this information

We must have a lawful basis for processing your personal information. This will vary on the circumstances but typical examples include;

- It is necessary for entering into or performing a contract with you;
- You have given your consent to the processing of your data for one or more specific purpose;
- It is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Storing this information and data security

We will protect the quality and integrity of your personal information, in accordance with current law. We have implemented technologies and security policies to protect the stored personal data of our users from unauthorised access, improper use, alteration, unlawful or accidental destruction and accidental loss. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

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

We will continue to enhance our security procedures, as new technology becomes available.

We hold personal data for individuals whilst they are linked to a school within the EAS region. On confirmation that an individual has left an establishment, their records will be deleted in accordance with current law.

Personal information sharing and disclosure

The Education Achievement Service will only share anonymised, aggregated data to member LAs, and we will not disclose, sell or rent your personal information to anyone, or use personal data for any other purpose incompatible with the purpose for which it was originally collected.

We do not transfer your personal data outside the European Economic Area.

Your rights

You have certain rights in relation to your personal information. You can ask us at any time to provide you with a copy of your personal information you have supplied to us, and which is held by EAS, you are entitled to ask us for a copy of this information in a structured, commonly used and machine readable format. If you think the personal data we hold about you is inaccurate or incomplete, you can ask us to correct it or complete it.

In some circumstances you also have the right to object to our processing of your data and can ask us to restrict our use of your data and to delete it. There are some exceptions to these rights, however. For example, it will not be possible for us to delete your data if we are required by law to keep it or if we hold it in connection with a contract with you. Similarly, access to your data may be refused if making the information available would reveal personal information about another person or if we are legally prevented from disclosing such information

A request to view any personal information EAS holds should be made in the first instance to the user's LA or EAS. The EAS contact details are listed below.

Questions or suggestions

If you have any questions, comments, requests or suggestions regarding this policy or have any concerns about the processing of your personal data by the Education Achievement Service and/or its member LAs please contact us, details are listed below or contact:- the Information Commissioner's Office (ICO) (www.ico.org.uk).

Contact Details

By Post

Education Achievement Service
Tredomen Gateway
Tredomen Park
Ystrad Mynach
Hengoed
CF82 7EH

By Email

business.support@sewaleseas.org.uk

By Telephone

01443 864963

Opening Hours

Monday to Friday 8.30am to 5pm