

Schudio Client Data Processing and Privacy Notice

Schudio Ltd ("We") are committed to protecting and respecting your privacy.

This policy (together with our terms of use Terms & Conditions and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. We keep certain basic information when you visit our website and recognise the importance of keeping that information secure and letting you know what we will do with it.

The data controller of personal data submitted through our website is Schudio Ltd of Bank House, 9 Dicconson Terrace, Lytham St. Annes, England, FY8 5JY (registration number 07779198). Any questions, comments and requests regarding this privacy policy are welcomed and should be addressed to info@schudio.com.

This policy only applies where Schudio systems are processing personal data, either as data controller or data processor. It governs the processing of personal data through Schudio systems provided to you during the period you have an active contract with Schudio.

Personal Data - Schudio as Data Controller

To provide access to use our software we will collect and process your personal data to create you with a login account.

Under the contract provided we will send you or nominated users within your organisation (product specific) emails concerning;
updates to features, updates to compliance requirements, training and additional support, and contractual details.

We will also process your data and using cookie technology store information about your preferences and usage of our website. We use this data to customise our site according to your individual interests, to speed up your searches, recognise when you return to our site and most importantly improve the service we offer.

We may also send marketing information of legitimate interest to you as a corporate subscriber of an education establishment to assist and enhance your school website.

All marketing communications include opt-out links and you be able to opt out of these communications at any time.

Schudio Ltd remain the controller of any personal data we hold about you, but we may transfer some of your personal data to a data processor. The recipient of this data in a processing role is a cloud based software solution we use to help us process your data called HubSpot, they adhere to the same data protection guidance and regulation as we do.

Under data protection regulations you have rights concerning your personal data. Individuals can find out if we hold any personal information by making a 'subject access request'.

If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

Subject access requests must be made in writing, addressed to our email address or registered address as provided above.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone or email.

If we do hold information about you, you can ask us to correct any mistakes, remove the information or restrict the processing of this information by getting in touch in writing via our email address or registered address as provided above.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted via our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Personal Data - Schudio as Data Processor

We will also act as a data processor when visitors to your website submit personal data through our software (E.g. through forms). The processing of this data is for information and notification for the data controller. This information about our data protection and privacy processes are provided so that you can provide 'sufficient guarantees' that we as a processor of your data are compliant.

We provide access controls (managed by your organisation) to assist you in the management and protection of the personal data stored in our systems. We provide the functionality to ensure the protection for the rights of the data subject can be met.

Data is only processed under instruction from your organisation, usually through your own direct manipulation of our software. Schudio will not engage another processor of data within your account without prior specific or general written authorisation of the data controller.

Authorised Schudio employees may view the data in your account in order to assist with your technical maintenance or a specific support request. Any personal data they view or process during this action will remain confidential.

Exceptions to this are when the processing is determined to be necessary for compliance with a legal obligation, or for the establishment, exercise or defence of a legal claim.

If we become aware of an action or request you have taken that infringes the data protection legislation we will advise you immediately. If we become aware of a data breach we will advise you without undue delay.

All data stored within the Schudio software is stored and kept in the UK.

All data processed within your account is done so securely. Our system requires a secure login via HTTPS to access any of the personal data stored within it. It is your responsibility to keep that password secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted via our software; any transmission is at the users own risk.

Taking into account the nature of processing and the information available to us we will submit to audits and inspections, and provide details on request to assist you with completion of your own data protection obligations, for example a DPIA. Specific processing questions should be directed to the contact details at the top of this document.

At the end of a contract your account will be deleted along with any personal data contained, export facilities for personal data stored within the system are available to export your data from the system before it's deletion.

Non Personal Data

When someone visits your website we use a third party service Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website through Google Analytics. We will share access to this Google Analytics data for your website.

We may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

Changes to this document

Any changes we may make to this document will be updated here.
The last update to this page was on 17th May 2018