

# SPELLINGS FOR ME LIMITED

## Privacy Policy

This privacy policy will explain how our company, Spellings For Me Limited, uses the personal data we collect from you when you use our website. Your privacy and the privacy of children in your school is paramount to us. Any of your personal data which we collect will be treated with the highest standards of security and confidentiality, strictly in accordance with the General Data Protection Regulation (“GDPR”) and all applicable Data Protection Law. Such personal data will be used only for the purposes for which you have consented, and the purposes will be clearly set out at the point of collection.

### What data do we collect?

Spellings For Me collects the following data:

- Personal identification information: (Name, email address, school name)

### How do we collect your data?

You directly provide Spellings For Me with the data we collect. We collect data and process data when you:

- Register online for our service
- Email us requesting supported setup and registration and directly provide us with this information
- Use or view our website via your browser’s HTTPS requests

Spellings For Me may also receive your data indirectly from the following sources:

- Via import of user profile by a teacher or school administrator

### How will we use your data?

Spellings For Me collects your data so that we can:

- Process registration and manage your account
- Personalise the content and user experience
- To provide and maintain the Service
- To notify you about changes to our Service
- To allow you to participate in interactive features of our Service when you choose to do so
- To provide customer care and support
- To provide analysis or valuable information so that we can improve the Service
- To monitor the usage of the Service
- To detect, prevent and address technical issues

### How do we store your data?

Spellings For Me securely stores your data at secure locations in Microsoft Azure data centre in the EU. Personal data will only be retained by Spellings For Me Limited for as long as is necessary for the purpose for which it was collected.

### Marketing

Spellings For Me would like to send you information about products and services of ours that we think you might like, as well as those of our partner companies

- Greenfinch Technology

If you have agreed to receive marketing, you may always opt out.

You have the right at any time to stop Spellings For Me from contacting you for marketing purposes.

### **What are your data protection rights?**

Spellings For Me would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request Spellings For Me for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that Spellings For Me correct any information you believe is inaccurate. You also have the right to request Spellings For Me to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that Spellings For Me erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that Spellings For Me restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to Spellings For Me's processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that Spellings For Me transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you have supplied any personal data to Spellings For Me Limited via the contact details provided on this website, you will have accrued certain rights including rights of access to, rectification, and erasure of such personal data. To exercise these rights, you must write to us at: Data Protection Officer, Spellings For Me Limited, 19 Dalriada Close, Knocklyon, Dublin 16, Ireland or e-mail us at [dpo@spellingsforme.ie](mailto:dpo@spellingsforme.ie)

You should include any personal identifiers which you may have supplied (e.g. name, phone number, e-mail address). Your request will be dealt with as soon as possible and will take no more than 30 days to process. If you are dissatisfied with any aspect of how Spellings For Me Limited has collected or processed your personal data, or are dissatisfied with how Spellings For Me Limited has managed your rights under Applicable Data Protection Law, you have a right to lodge a complaint with the Data Protection Commissioner.

### **What are cookies?**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

### **How do we use cookies?**

Spellings For Me uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

### **What types of cookies do we use?**

There are a number of different types of cookies, however, our website uses:

- **Functionality** – Spellings For Me uses these cookies so that we recognise you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in.

### **How to manage cookies**

You can set your browser not to accept cookies and remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

**Privacy policies of other websites**

The Spellings For Me website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

**Changes to our privacy policy**

Spellings For Me keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 9<sup>th</sup> September 2019.

**How to contact us**

If you have any questions about Spellings For Me's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us. Email our Data Protection Officer at: [dpo@spellingsforme.ie](mailto:dpo@spellingsforme.ie)

**How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that Spellings For Me has not addressed your concern in a satisfactory manner, you may contact the Data Protection Commission.

(i) Through a webform on their website <https://www.dataprotection.ie/>

(ii) In writing to: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland