

Privacy Policy

Last updated: May 2018

INTRODUCTION

Thank you for reading this Privacy notice which has been written by Dimensions Curriculum Ltd. It has been written to reflect the new regulations and to explain how we collect personal data, how we store it and what we do with it.

By personal data, we mean data that is held about specific people, rather than organisations such as schools.

Our privacy pledge to you is:

- we store personal information securely
- we won't sell your data to anyone
- we won't pass on your details to a partner organisation without first obtaining permission
- we will only use your data in the ways you have given us permission to
- you are able to change your data preferences or opt-out from communication at any time.
- you can contact us with a query using email address info@dimensionscurriculum.co.uk

We may need to update this notice from time to time. Where a change is significant, we'll make sure we let you know – usually by sending you an email.

WHO WE ARE

We are a small company based in the North-West of England. We supply teaching resources to schools and teachers. Our address and telephone number is:

Sawley Suite
Halls Arms Business Centre
Clitheroe Road
Knowle Green
Preston

PR3 2YQ

01254 779142

COLLECTING DATA

You will always be aware of when we collect data, as we only do it when we specifically ask you for information. The times we ask you for information are:

- when you complete an enquiry form on our website
- when you purchase / order something from us
- when you subscribe to our newsletter
- when we have a face- to-face conversation with you
- if you sign up to receive information from us at an event

INFORMATION WE COLLECT

In addition to school information, the only personal data we collect is:

- job title
- email address
- phone number
- how you want to be contacted
- the information you have requested
- the products you have bought

If you make a purchase via one of our online shop, depending on how you pay, we may also collect:

- your card details
- your home address

USING YOUR DATA

We use your data to primarily communicate with you with regards to your enquiry and / or purchase(s) you have made. We will communicate by phone and / or email with you until the purchase and after sales service is complete or until you are happy with the information you have been given about our products.

If you have given us permission to contact you after this period, then we will use your information for marketing purposes and to keep you up-to-date with news and new products.

If you are a member school, we will regularly update you on new resources being added to the download area and new developments.

SHARING YOUR DATA

We will not share your details with any other companies unless we gain additional permission from you, prior to sharing.

SECURITY

Security is a priority for us when it comes to your personal data. We're committed to protecting your personal data and have appropriate technical and organisational measures in place to make sure that happens.

CREDIT CARD SECURITY

If you use your debit or credit card to purchase something via one of our online shop, we will process your information securely.

We do not store your debit or credit card or bank details once your transaction has been completed.

Our website will automatically store the address to which the card is registered, however, these are in a password protected area and we would never use these details or record them anywhere else.

RETENTION

The length of time we keep your personal data depends on what it is and whether we have an ongoing business need to retain it (for example, to provide you with a service you've requested). We'll retain your personal data for as long as we have a relationship with you and for a period of time afterwards. Following that period, we'll make sure it's deleted or anonymised.

YOUR RIGHTS

If you are a new customer, on or after 25 May 2018, we will process your personal data on the basis of the consent you provide us with and will only contact you in the ways you have given us permission to do so. You are free to change your contact preferences at any time by contacting us.

It's your personal data and you have certain rights relating to it. When it comes to marketing communications, you can ask us not to send you these at any time – just follow the unsubscribe instructions contained in the marketing communication or send your request to info@dimensioncurriculum.co.uk

You also have rights to:

- know what personal data we hold about you, and to make sure it's correct and up to date
- request a copy of your personal data, or ask us to restrict processing your personal data or delete it

You can exercise these rights at any time by sending an email to info@dimensioncurriculum.co.uk

HOW TO CONTACT US

We're always keen to hear from you. If you're curious about the personal data we hold about you or you have a question or feedback for us on this notice, our websites or services, please get in touch.

CHANGES TO THIS POLICY

This policy was last updated in May 2018. We may amend this policy from time to time to take account of changes to our processes or changes to data protection or other associated legislation. If we make any significant changes to this policy, we will show this clearly on our website and / or by contacting you directly.