

# PRIVACY POLICY

## Key Details

- Policy prepared by:
- Date approved:
- Review Date:

This privacy policy describes how eSafety4schools protects and makes use the information you give the company.

If you are asked to provide information, it will only be used in the ways described in this privacy policy.

If you have any questions about this policy, please email [dpo@esafety4schools.com](mailto:dpo@esafety4schools.com) or write to:

eSafety4schools Customer Care Centre  
Unit 4, Cotswold Business Park,  
Millfield Lane  
Caddington  
Bedfordshire  
LU1 4AJ

## **Introduction**

eSafety4schools gathers certain information about individuals in order to provide products and service.

eSafety4schools also collect information to better understand how visitors use our website and to present timely, relevant information to them.

## **What data eSafety4schools gather**

eSafety4schools may collect the following information:

- Name and Job Title
- Contact information including email address
- Website usage data
- Other information relevant to client enquiries

## **How eSafety4schools use this data**

Collecting this data helps us understand what you require from the company, enabling us to deliver improved products and services.

Specifically, eSafety4schools may use data:

- For our own internal records
- To improve the products and services eSafety4schools provide
- To contact you in response to a specific enquiry
- To send you promotional emails about products, services, offers and other things eSafety4schools think might be relevant to you
- To send you promotional mailings about products, services, offers and other things eSafety4schools think might be relevant to you
- To contact you via email, telephone or mail to discuss the products and services eSafety4schools currently supply to you

## **Cookies and how eSafety4schools use them**

### **What is a cookie?**

A cookie is a small file placed on your computers hard drive. It enables our website to identify your computer as you view different pages on our website.

Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit.

### **How eSafety4schools use cookies**

eSafety4schools may use cookies to:

- **Analyse our web traffic using an analytics package.** Aggregated usage data helps us improve the website structure, content and functions.
- **Identify whether you are signed into our website.** A cookie allows us to check whether you are signed into the site.
- **Test content on our website.** For example, 50% of our users might see one piece of content, the other 50% a different piece of content.
- **Store information about your preferences.** The website can then present you with information you will find more relevant and interesting.
- **To recognise when you return to our website.** eSafety4schools may show your relevant content or provide functionality you used previously.

## Controlling cookies

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your browser to refuse cookies.

However, please note that doing this may

affect how our website functions. Some pages and services may become unavailable to you.

Unless you have changed your browser to refuse cookies our website will issue cookies when you visit it.

## Controlling information about you

When you are given the opportunity to accept our Terms and Conditions you will also be given the option to consent to this data being collected (without which support will be unable to be provided).

You will also be given the option to receive marketing communications from us by email, telephone, or post.

If you have agreed that eSafety4schools can use your information for marketing purposes, you can change your mind easily, via one of these methods:

- Send an email [dpo@esafety4schools.com](mailto:dpo@esafety4schools.com)
- Write to us at:

eSafety4schools Customer Care Centre  
Unit 4, Cotswold Business Park,  
Millfield Lane  
Caddington  
Bedfordshire  
LU1 4AJ

eSafety4schools will never lease, distribute or sell your personal information to third parties unless the law requires us to do so.

Any personal information eSafety4schools hold about you is stored and processed under our data protection policy, in line with the Data Protection Act 1988.

## **Security**

eSafety4schools will always hold your information securely.

To prevent unauthorised disclosure or access to your information, eSafety4schools have implemented strong physical and electronic security safeguards.

eSafety4schools also follow stringent procedures to ensure eSafety4schools work with all personal data in line with the Data Protection Act 1988.

## **Links from our site**

Our website may contain links to other websites.

Please note that eSafety4schools have no control of websites outside the esafety4schools.com domain. If you provide information to a website to which eSafety4schools link, eSafety4schools are not responsible for its protection and privacy.

Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.