

## **PRIVACY POLICY – MATHSBOX LIMITED**

Mathsbox Limited is committed to protecting and respecting the privacy, safety and security of our registered (and prospective) subscribers.

This policy explains in plain language who we are, how we collect and use information about our subscribers and privacy rights

If you have any questions or concerns about our use of your information, then please contact us [ask@mathsbox.org.uk](mailto:ask@mathsbox.org.uk)

### **About Mathsbox Limited**

Mathsbox Limited (Company Number: 8944116) is a UK based company which produces maths resources which are shared online for the use of 'Schools' or 'Individual' subscribers. For more information about Mathsbox Limited, please see our website at [www.mathsbox.org.uk](http://www.mathsbox.org.uk).

Each resource created by Mathsbox Limited is owned by Mathsbox Limited but can be used by our subscribers.

### **What Personal Information we collect?**

We collect the following categories of personal information:

#### ***School Subscriptions***

In the case of school/educational institution subscriptions we collect:

- School's name, address and if available an email address for invoices (for billing purposes)
- The name and email address of a contact at the school (so we can provide a username and password)

#### ***Individual Subscribers***

In the case of 'Individual' subscribers, we may collect:

- Address (for billing purposes)
- Name and email address (so we can provide a username and password)

In general, we do not collect details about the resources used by our subscribers or their interactions with the Mathsbox website, but if a concern is raised it may be that the frequency of use of a specific username may be monitored if for example an 'Individual' username has been shared.

Please note that by registering with the Mathsbox Limited, the subscribers consent to provide us with information, and use this information is deemed to be given. Subscribers who do not wish to give this consent must not use or register with the Site.

We do not however collect any unnecessary personal information

### **How does Mathsbox Limited collect Personal Information?**

- The information required to register as a subscriber is obtained directly from the 'School' or 'Individual'. This is provided via email/fax or post voluntarily by completing an 'Order/Renewal' form or providing the information required in an alternative form (e.g. Purchase Order)

### **What does Mathsbox Limited do with your Personal Information?**

We only collect the information needed to generate an invoice/receipt for accounting purposes. The email contact provided will only be used to communicate with the user :

- to provide the Username and Password allocated
- notify the Subscriber when the subscription is due to expire and send renewal information

### **Who does Mathsbox Limited share my personal information with?**

We will keep personal information confidential and will not sell or share information to advertisers or any external third parties.

### **How does Mathsbox Limited keep my personal information secure?**

The information we collect is stored electronically on a protected network for the duration of the active subscription.

We use a third party payment processor, Worldpay, to process credit card payments made to us. We do not retain any credit card numbers ourselves. Worldpay's Privacy policy can be viewed at <https://www.worldpay.com/uk/privacy-policy>

The Subscribers are responsible for keeping usernames and passwords confidential. We ask Users not to share their passwords with anyone.

Subscribers should be aware that 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 to 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.

### **Data Retention**

We retain personal information we collect from Users during the duration of the 'active' subscription. When a subscription is not renewed, the information stored electronically will be deleted 3 months after the expiry date. For accounting/tax purposes paper copies of invoices will be stored securely for 6 years.

Any subscriber cancelling a subscription has the right to request the removal of their information and any information stored electronically will be removed within 7 days of receiving the request but for accounting/tax purposes paper copies of invoices will be stored securely for 6 years.

### **Data Protection Rights (User)**

Users have the following data protection rights:

- If a User wishes to **access, correct or update** their personal information, or that of their school they can do so at any time by contacting us at [ask@mathsbox.org.uk](mailto:ask@mathsbox.org.uk)
- If we have collected and Users' personal information with their consent, then Users can **withdraw their consent** at any time. Withdrawal of consent will result in cancellation of the subscription and removal of any information stored electronically. For accounting/tax purposes paper copies of invoices will be stored securely for 6 years

- Users have the **right to complain to a data protection authority** about our collection and use of their personal information. For more information, please contact your local data protection authority

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

#### **Updates to this Privacy Notice**

We will obtain your consent to any material Privacy Notice changes if and where this is required by applicable data protection laws. Users will be deemed to have consented to any such changes by their continued use of the Site following any changes being made.

#### **How to Contact Us**

If you have any questions or concerns about our use of your personal information, please contact us using the following details: [ask@mathsbox.org.uk](mailto:ask@mathsbox.org.uk)

**Updated 29/04/08**