

PRIVACY POLICY

Our Privacy Policy explains:

What information we collect and why we collect it.

How we use that information.

The choices we offer, including how to access and update information.

Information that we collect

We collect information to identify you compared to another person or another educational establishment:

- Information you give us. Our service requires you to sign up for a subscription. When you do, we'll ask for personal information, like your name, email address, the name and address of your school and your country.
- Information we get from your use of our services. We collect information about the exercises that you use, the pages that you open and how long you spend on a page. This information includes:

Log information: When you use our services, we automatically collect and store certain information in server logs. This includes details of how you used our service, such as your search queries, when your account id was used and what exercises you accessed.

Location information: We collect and process information about your actual location. We use your IP address to determine your location. This allows us to work out the time it is where you are and decide whether to password protect our sites. We do not however store your IP address.

How we use information that we collect

We use the information we collect to provide, maintain and improve our services and to develop new ones such as creating new topics or exercises in line with the National Curriculum.

We use data to allow you to log in by matching the login details you enter with the ones on our records, such as an account id and a password.

We also use data to contact you one month before the end of your subscription. Another reminder will be sent to you 2 weeks before the renewal date and a final one the day before.

We may also use data to contact you in response to a specific enquiry

Accessing and updating your personal information

Whenever you use our services, we aim to provide you with access to your personal information. If that information is wrong, we strive to give you ways to update it quickly or to delete it – unless we have to keep that information for legitimate business purposes. Deleting your passwords for instance will stop you from being able to log in.

You can view and edit your contact details by logging in as a teacher. You can change the contact name stored on the account, the contact email address and the passwords you use to log in.

We aim to maintain our services in a manner that protects information from accidental or malicious destruction. Because of this, after you delete information from our services, we may not immediately delete residual copies from our active servers and may not remove information from our backup systems.

Information that we share

When you fill in a form or provide your details on our website, you can be assured that we will never lease, distribute or sell your personal information to third parties unless we have your permission, or the law requires us to.

You may request details of personal information which we hold about you under the General Data Protection Regulations of 2016. With the recent change, you can request you details for free, following the change from the Data Protection Act to the General Data Protection Regulations. If you would like a copy of the information held on you, please write to us at:

Language Skills
PO BOX 7004
Cardiff
CF15 5EA

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address or at webmistress@zut.org.uk. We will promptly correct any information found to be incorrect. If you do want to request your information we will ensure that we send it over electronic format in a timely manner.

Information security

We will always hold your information securely.

To prevent unauthorised disclosure or access to your information we have implemented strong physical and electronic security safeguards. In particular:

We encrypt many of our services using SSL.

We offer you two-step verification when you access your account. We review our information collection, storage and processing practices, including physical security measures, to guard against unauthorised access to systems.

Hosting company Data facility is certified to ISO27001 and is working to full compliance.

No sensitive data is stored on website and all hosted data is strictly restricted to myself through secure password provided by the host team.

Changes

Our Privacy Policy may change from time to time. We will post any Privacy Policy changes on this page and, if the changes are significant, we will provide a more prominent notice.