



# Primary PPA Cover<sup>®</sup>

Raising attainment in primary schools

This Privacy Notice explains in detail the types of personal data we may collect about you as an school when you interact with us. It also explains how we will store and handle that data, and keep it safe.

It is likely that this Privacy Notice will need to be updated from time to time. We will notify you each time we make a change but you are welcome to revisit this privacy notice on our website at any time.

## Company Structure

Primary PPA Cover is a Company Limited by Guarantee and is registered on Companies House with number: England and Wales: 08679756.

## School Consent

We use school information that is readily available on the internet and will only contact schools whose phone numbers are not registered with TPS. We also use the UK Education Data for which your school will have provided consent to the data organisation for our company to contact you. We will only ever contact schools regarding services that may be genuinely be of interest to them and may help them achieve targets on their School Improvement Plan.

## Client Consent

By signing an SLA with us, your school is automatically providing us with consent to contact you using the details provided during the booking process. We will only contact you regarding your provision and other provisions that may be of interest to you. By signing an SLA with us, you also consent to uploading your childrens data to TeachTool portal solely for assessment and progress tracking purposes.

Data collected for the school is contact name, and surname, school name and address, contact email & number. requirements of provision

Data collected on the pupils is solely first name, initial of surname, year group and class. This is entirely optional and is only obligatory if you wish for progress reports for each individual child.

After your SLA terminates with us, your details will be filed for five years and will be permanently deleted thereafter. We may contact you after your provision has ended with us regarding complimentary training days or trials that may be of interest to you. You have the right for your consent to be withdrawn at any time by replying to any of our correspondence: "Unsubscribe".



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## Legal compliance

If the law requires us to, we may need to collect and process your data. For example, we may need to pass on details of people involved in fraud or criminal activity to law enforcement.

## Legitimate interest

In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our business and which does not materially impact your rights, freedom or interests. For example, we will use your purchase history information of PPA services you have previously purchased from us to send you personalised offers or complimentary training or trials. We will also use your address details to send you direct marketing information by post, telling you about our services that we believe may interest you.

## When do we collect your personal data?

- When you visit our website and complete our enquiry form
- When you complete an SLA with us
- When you engage with us on social media
- When you contact us by any means with enquiries or complaints
- When you enter competitions or prize draws through any of our channels
- When you book a meeting with us
- When you choose to complete any surveys we send you
- When you comment on or review our services via any channel
- When you have given a third party permission to share information with us

We collect data from publicly-available sources when you given consent to share information, uploaded your own information to a publicly available source or where information is made public as a matter of law

When you visit our Head Office premises or schools, we have CCTV in place for the security of our staff and clients. These systems may record your image during your visit.

## What type of information do we retain on file?

Schools:

- Your first and last name
- School name
- School telephone number
- Mobile number (if provided)
- E-mail address for an individual in school or school e-mail



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- Finance e-mail (bursar or business manager)
- An encrypted record of your log-in password for our sites and software
- An encrypted record of children's names in class lists that you have uploaded to our software for assessments purposes only
- Details of any interactions or conversations with our team
- Information gathered by the use of cookies in your web browser
- Personal details which help us to recommend services of interest

Pupils:

- First name
- Initial of surname
- Year group and class if applicable

## Why do we use your personal data?

We want all schools on file aware of any new services we offer or any changes in availability for services in their area. We only store personal information that allows us to function as a business. The data privacy law allows this as part of our legitimate interest in understanding our clients and teachers and ensuring that all opportunities are offered to all educators and that none are prioritised or discriminated against.

## How do we process your data?

We process your data if you are a new school that has enquired or signed their SLA in order for us to provide you with a teacher, monitor that provision and charge your school for that provision.

We know how much data protection matters to all of our potential teachers and schools and all of our existing teachers and schools. For this reason, your data is treated with care and precision.

All of our client data is stored in our web-based CRM all of our manual systems and data ecosystems are constantly updated, reviewed and amended (if necessary). Pupil data is stored on the TeachTool platform only.

Your data will only be used to communicate with you regarding your provision and will not be shared with third parties.

When signing up with us, all of our clients are created a client portal at <https://www.primaryppacover.com/login> which is hosted securely and privately in compliance with GDPR.

As a school, you must always:



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- Log-in to your client portal at <https://www.primaryppacover.com/login> to access staff vetting details and documents, we are not able to send these via email as attachments in order to comply with GDPR
- Log-in to your software portal at <https://teachtool.uk> to access lesson plans and to upload your class lists in an encrypted CSV file, if you require assessments (please do not send us class lists via email)

Our staff are not permitted to use USBs and you must not share class lists or school data with them. Our staff are not permitted to use personal laptops or iPads in school, they must use your computer hardware in order to comply with GDPR.

## Who will we share your data with?

- If you are a school, your data will be shared with the teacher(s) we contract for your school
- We may share your details with third parties if there is ever the need to outsource any of our work to other organisations. These organisations will always comply with our Data Privacy Notice and your data will be treated in the same way.

## Your rights over your personal data:

- You have the right to request access to your personal we hold about you, we may charge a £10 administration fee for this service

Under the Data Protection legislation, data subjects have the following rights with regards to their personal information:

- the right to be informed about the collection and the use of their personal data
- the right to access personal data and supplementary information
- the right to have inaccurate personal data rectified, or completed if it is incomplete
- the right to erasure (to be forgotten) in certain circumstances
- the right to restrict processing in certain circumstances
- the right to data portability, which allows the data subject to obtain and reuse their personal data for their own purposes across different services
- the right to object to processing in certain circumstances
- rights in relation to automated decision making and profiling
- the right to withdraw consent at any time (where relevant)
- the right to complain to the Information Commissioner

To be removed from our files (unless we are legally obliged to keep your details on file)



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To ask for a copy of the information we hold about you, please contact:

Leah Moore  
Primary PPA Cover Ltd Unit T2,  
Ivanhoe Park Way,  
Ivanhoe Office Park,  
Ashby-de-la-Zouch LE65  
2AB