

# Privacy Policy

The Website is offered from the United Kingdom by Atom Learning Ltd (referred to in this notice as “our”, “us”, “Atom Learning” and “we”), a company registered in England and Wales.

We are committed to protecting and respecting your privacy. This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to Us, will be processed by Us in connection with Our website and general enquiries processes. Please read the following carefully to understand Our views and practices regarding your personal data and how we will treat it.

For the purpose of the General Data Protection Regulation (“GDPR”) the Data Controller is the School; and the Data Processor is Atom Learning Ltd.

## Personal Information

### Information we collect from you

We collect and process some or all of the following types of information from you:

- Information that you provide when you create a user account (pupil or teacher), including full name, email address, age, and pronoun. Please note, that when you create an account, you confirm that you have established the legal basis for processing the data of the relevant data subjects, or their parent or guardian.
- Information that you provide when you submit an enquiry. This includes information provided through our enquiry form, via email, via phone, and/or by any other method. In particular, We process personal details such as name, email address, telephone number, postal address, role, the organisation you work for, and business requirements or any other details in the enquiry that you provide to Us.
- If you contact Us, We may keep a record of that correspondence.
- Details of all actions that you carry out through the use of the Services.
- Details of your visits to Atom Learning’s Website include but are not limited to, traffic data, location data, weblogs, and other communication data, the site that referred you to Atom Learning’s Website, and the resources that you access.

## Uses made of your information

### Lawful basis for processing

As the Data Processor it is not within our remit to determine the lawful basis for processing the personal data you upload to the Atom School platform. It is the Data Processor's (the School) responsibility to ensure that they have established a lawful basis before processing any data on the Atom platform.

### Purposes of processing

We use information held about you in the following ways::

- On the basis that there is a contract between Us and you. We process your data in order to fulfil this contract.
- Pupil, guardian & teacher information will be used to create individual logins for each user, allowing them to access Our platform.
- To communicate with you in response to enquiries.
- To provide you with further information on how to set up an account.

## How we store your personal data

### Security

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, used, or accessed in an unauthorised way. We limit access to your personal data to those who have a business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

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 through any online means, therefore any transmission remains at your own risk.

## Where we store your personal data

We store your personal data in our own systems and on the cloud, within the European Economic Area ("EEA").

We will not otherwise transfer your personal data outside of the EEA or to any organisation (or subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

## Who do we share personal data with

Atom does not routinely share any personal data with third parties other than our authorised sub-processors.

We will share your personal data with authorities and other public actors when we have a legal obligation to do so.

We may share your data in instances of a potential merger, sale of company assets, financing, or acquisition of all or part of our business to another company and to other parties involved in the process.

## How long we keep your personal data

We ensure data inputted into the system is only retained for as long as is necessary. Atom retains data as long as the school is using the platform or deletes data after 6 years if no longer in use. The school can request a permanent deletion of any data at any time by emailing [gdpr@atomlearning.com](mailto:gdpr@atomlearning.com)

