

## PRIVACY STATEMENT

### **Introduction**

Stand-Up Maths Ltd (“we”, “us”, or “our”) is strongly committed to protecting personal data. This privacy statement describes why and how we collect and use personal data and provides information about individuals’ rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

The Stand-Up Maths data base is the data base for contacts collected by Think Maths, Maths Inspiration, Maths Fest and Stand-Up Maths. The information below applies to all four organisations as they operate in the same way. However, these organisations are separate and do not share data with each other. Therefore, if data is collected by contract or consent for one organisation it will not then be used by another organisation.

### **Personal Data – Customers by way of contract**

#### *Collection of personal data*

When customers contact Think Maths, Maths Inspiration or Maths Fest with regards an event or provide their details to take part in a Stand-Up Maths project, we process and retain personal data in order to provide services to those customers.

Personal Data that is collected is limited to: Email address, Name, School Name and Address.

#### *Use of personal data*

We use this data only in order to manage the relationship with that customer and provide a service. We will not send marketing emails to contacts who are customers by way of contract.

#### *Retention of personal data*

Within six months of a contract closing for a service we will destroy personal data for customers by way of contract, unless it is necessary for any outstanding procedures connected to the service we have provided.

Personal data may be held for longer periods where extended retention periods are required by law or regulation and in order to establish, exercise or defend our legal rights.

#### *Storage of personal data*

Personal data for customers by way of contract is stored securely in spreadsheets on password protected drop box and google drive accounts. Please see the links below for their security statements.

Google Drive:

[https://support.google.com/drive/answer/141702?hl=en&ref\\_topic=2428743&co=GENIE.Platform=Desktop&oco=1](https://support.google.com/drive/answer/141702?hl=en&ref_topic=2428743&co=GENIE.Platform=Desktop&oco=1)

Dropbox: [https://www.dropbox.com/en\\_GB/security](https://www.dropbox.com/en_GB/security)

#### *Sharing data*

We do not share this information with others except where necessary in order to provide the service.

### **Personal Data - Customers by way of consent**

#### *Collection of personal data*

Customers by way of consent include:

- Those who have opted-in to receive occasional emails about enrichment events online.
- Those who opt-in by other means, for example, in person at conferences.

Personal Data that is collected is limited to: Email address, Name, School Name and Address.

#### *Use of personal data*

We will use this data to manage our relationship with that customer and to occasionally send emails regarding up-coming inspirational maths enrichment events. Emails will come only from the organisation that individual has opted-in for.

#### *Retention of personal data by way of consent*

The data from customers by way of consent will be kept for two years, when the customer will then be offered an opt-in 'refresher'. If consent is not regained within the period of time stated on the email, their data will be deleted from the data base.

#### *Storage of personal data*

Personal data for customers by way of consent is stored securely on Hub Spot. See their security policies here: <https://www.hubspot.com/security>

#### *Sharing data*

We do not share this information with other organisations.

### **Security, quality and risk management activities**

We take the security of all the data we hold very seriously and have security measures in place to protect our and our clients' information (including personal data).

We have a framework of policies, procedures and training in place covering data protection, confidentiality and security and regularly review the appropriateness of the measures we have in place to keep the data we hold secure.

### **Individuals' rights**

Individuals have certain rights over their personal data and data controllers are responsible for fulfilling these rights. These rights are listed below:

*Access to personal data* - You have a right of access to personal data held by us as a data controller.

*Amendment of personal data* - You have a right to update personal data submitted to us. Once we are informed that any personal data processed by us is no longer accurate, we will make corrections based on your updated information.

*Withdrawal of consent* - Where we process personal data based on consent, individuals have a right to withdraw consent at any time.

*Other data subject rights* - This privacy statement is intended to provide information about what personal data we collect about you and how it is used. As well as rights of access and amendment referred to above, individuals may have other rights in relation to the personal data we hold, such as a right to erasure/deletion, to restrict or object to our processing of personal data and the right to data portability.

*Complaints* - We hope that you won't ever need to, but if you do want to complain about our use of personal data, you have the right to do so and we will look into and respond to any complaints we receive.

You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).

### **How to exercise your individual rights**

To exercise any of the above rights, please do so by email to: [sarah@standupmaths.com](mailto:sarah@standupmaths.com) or in writing to:

Data Controller  
4 Chesnut Suite,  
Borough Road  
Godalming,  
Surrey.  
GU7 2AE

### *Changes to this privacy statement*

We recognise that transparency is an ongoing responsibility so we will keep this privacy statement under regular review.

This privacy statement was last updated on **14 May 2018**.

### *Data controller and contact information*

If you have any questions about this privacy statement or how and why we process personal data, please contact us at the contact details above.