



# CopyriteSystems

*Passionate about Managed Print*

## Privacy Policy

Copyrite Systems Ltd (“us”, “we”, “our”) operates the website (the “Service”).

This page informs you of our policies regarding the collection, use and disclosure of Personal Information when you use our Service.

We will not use or share your information with anyone except as described in this Privacy Policy.

We use your Personal Information for providing and improving the Service. By using the Service, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Privacy Policy, terms used in this Privacy Policy have the same meanings as in our Terms and Conditions.

### **WHY YOUR PERSONAL DATA IS IMPORTANT TO US**

Your personal data is important to us as it enables us to realise our mission of improving the lives of young people. It enables us to recruit staff, comply with our legal obligations, and to ensure that the young people who are supported in our residential homes are well matched, and that they and our staff are closely supported to create a safe, nurturing space in which they can realise their full potential. Your personal data provides the insight to make that possible.

### **YOUR PERSONAL INFORMATION – WHAT WE HOLD AND HOW WE MANAGE DATA**

We obtain personal data from numerous sources, which vary according to categories of Data Subjects and types of personal information, including special categories of personal data and criminal convictions etc. We will treat any personal data by which you can be identified in accordance with the provisions of the United Kingdom General Data Protection Regulation and the Data Protection Act 2018.

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information (“Personal Information”) may include, but is not limited to:

- Name
- Email address

We collect information that your browser sends whenever you visit our Service (“Log Data”). This Log Data may include information such as your computer’s Internet Protocol (“IP”) address, browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages and other statistics.

## **COOKIES**

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer’s hard drive.

We use “cookies” to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

## **SERVICE PROVIDERS**

We may employ third party companies and individuals to facilitate our Service, to provide the Service on our behalf, to perform Service related services or to assist us in analysing how our Service is used.

These third parties have access to your Personal Information only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

## **SECURITY**

The security of your Personal Information is important to us but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

## **CHILDREN’S PRIVACY**

Our Service does not address anyone under the age of 18 (“Children”).

We do not knowingly collect personally identifiable information from children under 18. If you are a parent or guardian and you are aware that your child has provided us with Personal Information, please contact us. If we discover that a child under 18 has provided us with Personal Information, we will delete such information from our servers immediately.

## **COMPLIANCE WITH LAWS**

We will disclose your Personal Information where required to do so by law.

## **YOUR DATA PROTECTION RIGHTS**

### **How to access personal information we hold about you**

Individuals have a right to make a ‘**subject access request**’ to gain access to personal information that the company or service holds about them. A request can be made in any

format, verbally or in writing, to the Data Protection Officer at [support@copyritesystems.co.uk](mailto:support@copyritesystems.co.uk)

If you are considering a request, please make it as clear, concise, and specific as possible as this will allow us to locate the information you are seeking as quickly as we can. Please note that the right of access is not absolute and there may be occasions whereby your data may not be supplied as it is covered by an exemption.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

### **Your other rights regarding your data**

Subject to certain exceptions, you have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means
- Receive your personal data in a structured, commonly used, and machine-readable format
- In certain circumstances, have inaccurate personal data corrected, deleted, or destroyed, or restrict processing
- Restrict the processing of your personal information for certain purposes
- Claim compensation for damages caused by a breach of our legal and compliance obligations in respect of your data

To exercise any of these rights, please contact the Data Protection Data Protection Officer at [support@copyritesystems.co.uk](mailto:support@copyritesystems.co.uk)

Information relating to these rights, and rights in relation to automated decision making and profiling, can be found on the [ICO's website](#)

Please note that where a subject access request is considered to be excessive, then we reserve the right to charge for our costs in complying with the request based on the Information Commissioner's guidance prevailing at the time the request is received.

### **HOW TO RAISE A CONCERN**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Data Protection Officer. If you remain dissatisfied, you can make a complaint to the Information Commissioner's Office:

- Website: <https://ico.org.uk/concerns>
- Phone: 0303 123 1113
- Address: *Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF*

## **DATA PROTECTION OFFICER AND ICO REGISTRATION**

The Data Protection Officer on behalf of Copyrite Systems, is T Doyle who can be contacted at [support@copyritesystems.co.uk](mailto:support@copyritesystems.co.uk)

The Data Protection (Charges and Information) Regulations 2018 require every organisation that processes personal information to pay a data protection fee to the Information Commissioner's Office (ICO), unless they are exempt. We are registered with the ICO for this purpose. Current registration can be checked on the ICO's website at any time.

## **CONTACT US**

If you have any questions, concerns or would like more information about anything covered in this Privacy Notice, please contact the Data Protection Officer by email at [support@copyritesystems.co.uk](mailto:support@copyritesystems.co.uk) or by phone on 0151 4862424.

**Updated: April 2021**

**Version: 1.0**

**Owner: Data Protection Officer**

We may need to update this Privacy Notice periodically and reserve the right to do so without giving notice, so we recommend that you revisit this information from time to time.