

Innovate Create Educate Limited – Privacy Notice v1.1

Innovate Create Educate Limited is committed to protecting your privacy and complies with the principles of the relevant data protection regulations.

This privacy statement explains in what circumstances we collect personal information, what personal information we collect and how we use that data. It also sets out how you can ask us to update, correct or delete the data we hold about you and how you can opt out of receiving marketing communications from us. Personal data is any information relating to an identified or identifiable natural person (personal data we gather may include: individuals' phone number, email address, educational background, financial and pay details, details of certificates and diplomas, education and skills, nationality, job title, and CV).

Who we are

Innovate Create Educate Limited is a company limited by guarantee (company registration number (09930618)).

Innovate Create Educate Limited's registered address is 4a Roman Road, East Ham, London, E6 3RX.

This Privacy Statement relates to information which is obtained by Innovate Create Educate Limited and for which Innovate Create Educate Limited is the Data Controller.

This Privacy Statement describes Innovate Create Educate Limited's information practices and applies to the www.innovatecreateeducate.com website and all products and services offered by Innovate Create Educate Limited.

1. Web Sites Covered

This Privacy Statement covers the information practices of Web sites that link to this Privacy Statement: www.innovatecreateeducate.com (referred to "the Company's Web sites").

The Company's Web sites may contain links to third party Web sites. The Company is not responsible for the information practices or the content of such third party Web sites. The Company encourages you to review the privacy statements of third party Web sites to understand their information practices.

2. Personal Information

The Company offers a variety of services that are collectively referred to as the "Service." The Company collects information from individuals who visit the Company's Web sites ("Visitors") and individuals who register to use the Service ("Customers").

We may collect personal identification information from Visitors in a variety of ways, including, but not limited to, when Visitors visit our site, register on the Web site, place an order, subscribe to the newsletter, respond to a survey, fill out a form, and in connection with other activities, services, features or resources we make available on our Web site. Customers may be asked for, as appropriate, name, email address, mailing address, phone number. We will collect personal identification information from Visitors and/or Customers only if they voluntarily submit such information to the Company. Visitors and Customers can always refuse to supply personal identification information, except that it may prevent them from engaging in certain Web site related activities and Company services.

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When expressing an interest in obtaining additional information about the Service or registering to use the Service, The Company requires you to provide the Company with contact information, such as name, educational establishment name, address, phone number, and email address (“Required Contact Information”). The Company may also ask you to provide additional information, such as size of the school, LA, number of teachers, (“Optional Information”). When registering to use the service you may also need to provide additional information, such as credit/debit card details, and the card registered address (“Billing Information”), once processed this data is deleted by the Company. Required Contact Information, Billing Information, and Optional Information are referred to collectively as “Data about Innovate Create Educate Limited Customers.”

As you navigate the Company’s Web sites, The Company may also collect information through the use of commonly used information-gathering tools, such as cookies and Web beacons (“Web Site Navigational Information”). Web Site Navigational Information includes standard information from your Web browser (such as browser type and browser language), your Internet Protocol (“IP”) address, the type of computer used to connect and the actions you take on the Company’s Web sites (such as the Web pages viewed and the links clicked).

3. Use of Information Collected

The Company uses Data about Visitors and Customers to perform the services requested. For example, if you fill out a “Contact Me” Web form, the Company will use the information provided to contact you about your interest in the Service.

The Company may also use Data about Visitors and Customers for marketing purposes. For example, the Company may use information you provide to contact you to further discuss your interest in Innovate Create Educate Limited, the Service, and to send you information regarding the Company and its partners, such as information about promotions or events.

Innovate Create Educate Limited uses Web Site Navigational Information to operate and improve the Company’s Web sites. The Company may also use Web Site Navigational Information in combination with Data about Customers to provide personalized information about the Company.

In summary, the Company will use Data about Innovate Create Educate Limited Customers in the following ways

- *To personalise user experience* - The Company may use information in the aggregate to understand how our Visitors and Customers as a group use the services and resources provided on Web Site.
- *To improve our Web Site* - The Company may use feedback Visitors and Customers provide to improve our products and services.
- *To run a promotion, contest, survey or other Site feature* - To send Visitors and Customers information they agreed to receive about topics the Company thinks will be of interest to them.
- *To send periodic direct and digital mail* - The Company may use the educational establishment business email address or establishment contact details to send Customers information about The Company services and updates pertaining to their order. It may also be used to respond to their inquiries, questions, and/or other requests. If Visitors or Customers decide to opt-in to our mailing list, they will receive emails that may include company news, updates, related product or service information, etc. If at any time Visitors and/or Customers would like to

update their subscription preferences or unsubscribe from receiving future emails, The Company will include detailed instructions at the bottom of each email.

4. Web Site Navigational Information

The Company uses commonly used information-gathering tools, such as cookies and Web beacons, to collect information as you navigate the Company's Web sites ("Web Site Navigational Information"). This section describes the types of Web Site Navigational Information the Company may collect and how the Company may use this information.

Cookies

The Company uses cookies to make interactions with the Company's Web sites easy and meaningful. When you visit one of the Company's Web sites, The Company's servers send a cookie to your computer. Standing alone, cookies do not personally identify you. They merely recognize your Web browser. Unless you choose to identify yourself to The Company, either by responding to a promotional offer, opening an account, or filling out a Web form, you remain anonymous to the Company.

There are two types of cookies: session-based and persistent-based. Session cookies exist only during one session. They disappear from your computer when you close your browser software or turn off your computer. Persistent cookies remain on your computer after you close your browser or turn off your computer.

If you have chosen to identify yourself to Innovate Create Educate Limited, the Company uses session cookies containing encrypted information to allow the Company to uniquely identify you. Each time you log into the Service, a session cookie containing an encrypted, unique identifier that is tied to your account is placed in your browser. These session cookies allow the Company to uniquely identify you when you are logged into the Service and to process your online transactions and requests. Session cookies are required to use the Service.

The Company uses persistent cookies that only the Company can read and use to identify browsers that have previously visited the Company's Web sites. When you purchase the Service or provide the Company with personal information, a unique identifier is assigned you. This unique identifier is associated with a persistent cookie that the Company places on your Web browser. The Company is especially careful about the security and confidentiality of the information stored in persistent cookies. For example, the Company does not store passwords in persistent cookies. If you disable your Web browser's ability to accept cookies, you will be able to navigate the Company's Web sites, but you will not be able to successfully use the Service.

Innovate Create Educate Limited may use information from session and persistent cookies in combination with Data about the Company Customers to provide you with information about the Company and the Service.

Web Beacons

The Company uses Web beacons alone or in conjunction with cookies to compile information about Customers and Visitors' usage of the Company's Web sites and interaction with emails from the Company. Web beacons are clear electronic images that can recognize certain types of information on your computer, such as cookies, when you viewed a particular Web site tied to the Web beacon, and a description of a Web site tied to the Web beacon. For example, The Company may place Web beacons in marketing emails that notify the Company when you click on a link in the email that directs

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you to one of the Company's Web sites. The Company uses Web beacons to operate and improve the Company's Web sites and email communications. The Company may use information from Web beacons in combination with Data about The Company Customers to provide you with information about the Company and the Service.

IP Addresses

When you visit Innovate Create Educate Limited Web sites, the Company collects your Internet Protocol ("IP") addresses to track and aggregate non-personally identifiable information. For example, uses IP addresses to monitor the regions from which Customers and Visitors navigate the Company's Web sites. The Company also collects IP addresses from Customers when they log into the Service as part of the Company's "Identity Confirmation" and "IP Range Restrictions" security features.

Third Party Cookies

From time-to-time, The Company engages third parties to track and analyse non-personally identifiable usage and volume statistical information from individuals who visit the Company's Web sites. The Company may also use other third-party cookies to track the performance of Company advertisements. The information provided to third parties does not include personal information, but this information may be re-associated with personal information after the Company receives it. This Privacy Statement does not cover the use of third party cookies.

5. Public Forums, Refer a Friend, and Customer Testimonials

Innovate Create Educate Limited may provide bulletin boards, blogs, or chat rooms on the Company's Web sites. Any personally identifiable information you choose to submit in such a forum may be read, collected, or used by others who visit these forums, and may be used to send you unsolicited messages. The Company is not responsible for the personally identifiable information you choose to submit in these forums.

Innovate Create Educate Limited posts a list of Customers and testimonials on the Company's Web sites that contain information such as Customer names and titles. Innovate Create Educate Limited obtains the consent of each Customer prior to posting any information on such a list or posting testimonials.

6. Sharing of Information Collected

The Company may share Data about the Company's Customers with the Company's agents so that these agents can contact Customers and Visitors who have provided contact information on our behalf. The Company may also share Data about the Company Customers with the Company's agents to ensure the quality of information provided. Data about the Company's Customers will only be shared where customers have registered to use a Service from the Company. The Company does not share, sell, rent, or trade personally identifiable information with third parties for their promotional purposes.

The Company reserves the right to disclose personally identifiable information of the Company's Customers or Visitors if required by law or if the Company reasonably believes that disclosure is necessary to protect the Company's rights and/or to comply with a judicial proceeding, court order, or legal process.

7. Communications Preferences

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The Company offers Customers and Visitors who provide contact information a means to choose how the Company uses the information provided. Preferences can be e-mailed to contact@innovatecreateeducate.com.

8. Correcting and Updating

Customers may update or change their registration information by editing their user or organization record. To update a user profile, email contact@innovatecreateeducate.com

9. Data Storage

We will take all steps reasonably necessary to ensure that Customers data is treated securely and in accordance with this privacy policy.

10. Security

The Company uses robust security measures to protect Customer Data from unauthorized access, maintain data accuracy, and help ensure the appropriate use of Customer Data

The Company adopts appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.

12. Changes to this Privacy Statement

The Company reserves the right to change this Privacy Statement. The Company will provide notification of the material changes to this Privacy Statement through the Company's Web sites at the time the change takes effect.

13. Your acceptance of these terms

By using this Web site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Web site. Your continued use of the Web site following the posting of changes to this policy will be deemed your acceptance of those changes.

14. Contacting Us

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this Web site, please contact us at:

Innovate Create Educate Limited

www.innovatecreateeducate.com

contact@innovatecreateeducate.com

This document was last updated on 17th November 2018