

Privacy Policy

Privacy policy - website

www.urms.co.uk is operated by Isis Data Solutions Ltd. We are committed to protecting the privacy and security of your personal information ("personal data").

This policy how we collect and use your personal data during your use of our site, in accordance with the General Data Protection Regulation (GDPR) and associated data protection legislation.

Who is using your personal data

Isis Data Solutions Ltd is the "data controller" for the information that you provide to us when using this website. This means that we decide how to use it and are responsible for looking after it in accordance with the GDPR.

Access to your data and that of your students will be provided to those staff at Isis Data Solutions Ltd who need to view it as part of their work in connection with the operation of this website. It will also be shared with the third parties described below.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. We may update this policy at any time.

By visiting our site you are accepting and consenting to the practices described in this policy.

Glossary

Where we refer in this policy to "your data", we mean any recorded information that is about you and/or your students and from which you or they can be identified.

Where we refer to the 'processing' of your personal data, we mean anything that we do with that information, including collection, use, storage, disclosure or retention.

Types of data we collect

The website www.urms.co.uk will require schools/colleges who wish to use the service to provide the information listed at www.urms.co.uk/30/requiredData.php. Additionally, data provided by users writing references will be stored for this purpose.

When you visit our site we may also automatically collect technical information about your visit from your computer, for example, the type of device (and its unique device identifier) you use to access our site, the Internet protocol (IP) address used to connect your device to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system, mobile network information and platform.

How we use your data

We process your data for one or more of the following reasons:

- To administer the process of collating references for students at your school/college
- to operate this website, to ensure that we understand how our site is used, and ensure it is secure.

We do not send you marketing or other types of communication by email except where you have specifically indicated that you consent to receive such communications. You can withdraw your consent with respect to such marketing at any time by contacting us per the contact details provided below.

We will only use your data for the purposes for which we collected it, unless otherwise required or permitted by law.

Sharing your data with third parties

We may share your data with third parties who provide services on our behalf, including without limitation Krystal Hosting Ltd. All our third-party service providers are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions. The databases used for the administration of the student data, teacher data and reference data are stored on secure servers in the UK owned and managed by Krystal Hosting Ltd.

We may also share your personal data with third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our site terms of use or to protect the rights, property or safety of our site, our users, and others.

Where your data is shared with third parties, we will seek to share the minimum amount necessary.

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 data transmitted to the website and any transmission is at your own risk.

Retaining your data

We will only retain your data for as long as we need it to fulfil our purposes, including any relating to legal, accounting, or reporting requirements.

Personal information relating to students and teachers will remain in the database until the annual subscription is renewed at which point a backup of the data will be offered to the school/college, after which point it will be deleted. The personal information relating to students and teachers at a school/college that does not renew the annual subscription will be deleted.

Contact information for school/college administrators may be retained to facilitate communication about future subscriptions.

Requests to have student or teacher data removed at any point should be communicated to office@isisdata.co.uk by the school administrator.

Cookies

Our site uses cookies to distinguish you from other users of our site. Cookies are small text files that are placed on your device by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Our website www.urms.co.uk will use only cookies that are strictly necessary for the operation of the service, e.g. to keep track of user sessions. By using this site you agree that we can place these types of cookies on your device.

Changes to this policy

Any changes we may make to our privacy policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy.

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your data (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- Request correction of your data. This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- Request erasure of your data. This enables you to ask us to delete or remove your data where there is no good reason for us continuing to process it.
- Request the restriction of processing of your data. This enables you to ask us to suspend the processing of your data, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your data to another party.

Depending on the circumstances and the nature of your request, it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop. However, where you have consented to the processing (for example, where you have asked us to contact you for marketing purposes) you can withdraw your consent at any time. In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent and you may no longer be able to use the site in the same way as you did before.

Contact

If you want to exercise any of the rights described above or wish to raise any queries or concerns in relation to our processing of your personal data, please contact:

Isis Data Solutions Ltd
61 Bowyer Road
Abingdon OX14 2EP

Email: office@isisdata.oc.uk

We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the GDPR. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

If you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

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