

Ruth Miskin Literacy Limited Privacy Policy

We take the privacy of our website users very seriously. We ask that you read this privacy policy carefully as it contains important information about how we will use your personal data.

By using this website and our services, you will be regarded as having read and accepted this Privacy Policy.

Data we hold on you

Booking training with Ruth Miskin Literacy Ltd.

If you register as a delegate at a Ruth Miskin Training event we collect information to enable us to identify you at training events and cater for any special requirements. We collect the minimum amount of data possible to ensure that this is possible.

As a delegate associated with a school or educational establishment, we will take your name and the name of the establishment you are associated with. We will need an email address to contact the person who made the booking. Other optional information collected:

- Dietary preference, for events where lunch is provided
- Telephone number, for contacting you about the booking
- Your job title if you are part of a school or educational establishment
- Email address: optional for any additional delegates attached to a booking

Ruth Miskin School Portal

If you or somebody else at your establishment registers you for access to the Ruth Miskin School Portal (<https://schools.ruthmiskin.com>) we require your email address along with a password as a means to identify you when you log in to the Portal. We may email you about updates to the website or any bookings.

You can easily review and amend the information we hold on you and update your email preferences by logging into the Portal and selecting 'My Profile' from the navigation menu.

Newsletter

When you sign up for our newsletter, we will obtain your name and email address.

Online forms

We may obtain sensitive personal data about you if you volunteer it during the completion

of an online form. If you volunteer such information, you will be consenting to our processing it for the purpose of providing our training.

Data collected whilst using our websites

We may monitor your use of this website through the use of cookies and similar tracking devices. For example, we may monitor how many times you visit, which pages you go to, traffic data, location data and the originating domain name of a user's internet service provider. This information helps us to build a profile of our users. Some of this data will be aggregated or statistical, which means that we will not be able to identify you individually. For further information on our use of cookies, please see our Cookie Policy.

To improve user experience, some pages may attempt to collect data on the kind of device, browser and operating system you are using. This information cannot be used to identify you and is used for improving performance and user experience when designing our websites.

Notes to parents and teachers of pupils who use the MyBookBlog website

When accessing MyBookBlog, we may collect two types of information: (1) personally identifiable information: and (2) information this is not personally identifiable. Personally identifiable information includes information that identifies you personally, alone or in combination with other information available to us, e.g. names, school, date of birth. As part of the standard operation of MyBookBlog you will need to submit personally identifiable information when creating a user account.

We will collect non-personal information from you, including browser type, operating system, and IP address from where you access the site. We will also collect written information stored as part of the use of the services e.g. blogs, reviews and polls. We may also collect information about your browsing behaviour, for example when you log in and how often and which pages you might visit whilst browsing – this is to inform us on development tasks.

Why we ask for personal data from school staff

We will use your personal data for a number of purposes. These purposes include:

- to help us identify you and any accounts you hold with us
- administration
- research, statistical analysis and behavioural analysis
- customer profiling and analysing your purchasing preferences
- marketing—see 'Marketing and Opting Out', below
- fraud prevention and detection
- billing and order fulfilment
- customising this website and its content to your particular preferences
- to notify you of any changes to this website or to our services that may affect you
- improving our services

Why we ask for personal data from MyBookBlog users

We ask for this data in order to:

- Communicate with you regarding MyBookBlog
- Provide you with customised content
- Administer the website, monitor its uses and diagnose problems
- Remember you when you return to the website, so that you don't have to resubmit details and preferences
- Conduct research to improve our website and services
- Protect the security and integrity of our services
- Parent email addresses, for sending progress updates to parents

Links

Some of our site contains links to third-party websites that are not subject to this Privacy Policy. We recommend you read the privacy policy of any websites you visit.

Marketing and Opting Out

If you have given permission, we may contact you by email, phone or mail about products, training, special offers, and promotions that may be of interest to you. If you prefer not to receive any direct marketing communications from us, you can opt out at any time. See 'Your Rights', below for further information.

Disclosure of your Personal Data

We may disclose your personal data to:

- our agents and service providers, including our third-party invoicing company
- law enforcement agencies in connection with any investigation to help prevent unlawful activity

Keeping your Data Secure

We will use technical and organisational measures to safeguard your personal data, for example:

- access to your account is controlled by a password and user name that are unique to you
- we store your personal data on secure servers located in the UK
- all data is encrypted using SSL technology (typically you will see a lock icon or green address bar, or both, in your browser when we use this technology)

While we will use all reasonable efforts to safeguard your personal data, you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that is transferred from you or to you via the internet.

Information about other Individuals

If you give us information on behalf of someone else, you confirm that the other person has appointed you to act on his/her behalf and has agreed that you can:

- give consent on his/her behalf to the processing of his/her personal data
- receive on his/her behalf any data protection notices
- give consent to the transfer of his/her personal data abroad
- give consent to the processing of information regarding his/her dietary requirements

Your Rights

You have the right to request access to personal data that we may process about you. If you wish to exercise this right, you should:

- put your request in writing
- include proof of your identity and address (e.g. a copy of your driving licence or passport, and a recent utility or credit card bill)
- specify the personal data you want access to, including any account or reference numbers where applicable
- There is no charge for this. However, if we deem your requests to be too frequent we may charge a small fee for this (currently £10)

You have the right to require us to correct any inaccuracies in your data free of charge. If you wish to exercise this right, you should:

- put your request in writing
- provide us with enough information to identify you
- specify the information that is incorrect and what it should be replaced with

To unsubscribe from any contact through marketing channels:

- put your request in writing (an email sent to admin@ruthmiskin.com with a header that says 'Unsubscribe' is acceptable)
- if your objection is not to direct marketing in general, but to direct marketing by a particular channel (e.g. email or telephone), specify the channel you are objecting to

Our Contact Details

We welcome your feedback and questions. If you wish to contact us, please send an email to admin@ruthmiskin.com or you can write to us at 7 Sandy's Row, London, E1 7HW or call us on 01275 331230. Our registered office is 7 Sandy's Row, London, E1 7HW. We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access this website.

General information about data protection may be found at <https://www.gov.uk/data-protection>

General information about GDPR may be found at <https://www.eugdpr.org/>