

Prodeo Publishing Ltd – how we use your information

We are called Prodeo Publishing Limited and trading as 'CTG' or 'Catholic Teachers Gazette'. We are able to see and use information about you because you use our web application. This notice explains what information we hold about you, what we do with it and why and it lets you know what you can do if you are unhappy with the ways in which we use your information. If you have any questions about this notice or our application, please get in touch with us at info@smidreport.com.

We have included some extra sections in this notice called "Would you like more information?". If you click on the heading, you will be able to find some more detailed information about what we do. The extra information is a bit more technical, but you don't need to read it to understand the key points about why and how we use your information.

Your information

We are able to see the following information about you:

- your name
- your email address (which might be the email address of your school, if you don't have your own email address)

If you think any of the information about you on the application is not correct, you may contact adverts@ctgonline.co.uk and ask for it to be changed. You are able to add other information about you and your school on the application. We recommend that you don't include any really personal information about you, such as where you are or information about any illnesses or health problems you may have. Please don't write anything that may upset or offend somebody else.

Why do we have this information?

We need your information to make sure that you are able to use the application.

Where we need your information so that you may use the app, we are able to do so as long as it doesn't cause you any harm.

We may also rely on you having agreed to us using your information where you choose to provide the information to us (for example, extra information that you choose to add to the application about a school details).

[Would you like more information?]

We process your basic information, such as your name, email address on the grounds of our legitimate interests.

We also process any extra information you add to the application on the grounds of our legitimate interests. Our legitimate interests include ensuring the application is available to you and that you can use it in the way it is intended to be used. We do not believe that your rights and freedoms outweigh our legitimate interests because you want to use the application and, if relevant, upload extra information to it.

If you choose to provide sensitive information (special categories of data) which could include information about your race, ethnicity, religion, health or political views for example, we may process it on the basis that you have chosen to make the information public. If you upload it but have chosen to have an anonymous profile (and, as a result, you have not made the information public), we may still be able to see your information to provide you with technical support, for example. In that scenario, we will rely on your consent on the basis that you have chosen to upload the information.

We will also process personal data about you if you contact us via our website. This will usually include your first name, last name, email address, the organisation or school for which you work and any other personal data you choose to provide to us. We process this information on the grounds of our legitimate interests responding to your enquiry.

Will we share your information with anybody?

We store your information with an organisation called AWS so they will also be able to access your information but only if they need to provide us with the storage services.

In general, we otherwise will not share your information with anybody else unless we really have to.

[Would you like more information?]

We have entered into AWS' standard terms in relation to the hosting services they provide which are compliant with the relevant data protection and privacy laws.

There are a few limited scenarios in which we may have to transfer your personal data to a third party. This includes sharing your information with:

- *Our legal advisors to the extent they need to see your information to give us advice. This might be the case if, for example, you ask us to provide a copy of all information we hold about you or delete your information; and*
- *Organisations to which we want to sell, transfer or merge part or all of our business and organisations which we buy or merge with.*

We require all third parties to respect the security of your information and to treat it in accordance with the law. We do not allow third parties to use your information for their own purposes and only permit them to process your information for specified purposes and in accordance with our instructions.

We do not transfer your personal data outside of the EEA.

How long will we keep your information?

We will also keep your information for as long as you are active on the application or a customer and for 3 months after the end of that period of time in case any questions or issues arise about your use of the application and to give us time to delete your information.

What can you do with your information?

You may ask us to do a few things with your information. You can click on the options below to help you and to give more information to you or your parent or carer.

[Would you like more information?]

Further information about the rights available to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>. There are a number of caveats and exemptions to the rights set out below and they don't apply in all scenarios.

- 1. Click here if you want to access your data**

[More information]

If you wish to access your data, please click on this link to contact us - <https://podio.com/webforms/29966528/2494520>. We will reply to you as soon as we can (and no later than one month from the date we hear from you) to let you know what we are able to provide to you.

As well as asking us to confirm that we process personal information about you, you may ask us to provide copies of your information. You can also ask us to explain how we use your information.

- 2. Click here if you think information we hold about you is not correct**

[More information]

If you think information we hold about you isn't correct or is incomplete, please click on this link to contact us - <https://podio.com/webforms/29966528/2494520>. We will reply to you as soon as we can (and no later than one month from the date we hear from you).

3. Click here if you want us to delete your information

[More information]

If you want us to delete information we hold about you, please click on this link to contact us - <https://podio.com/webforms/29966528/2494520>. We will let you know if there are any reasons why we are unable to delete the information we hold about you.

4. Click here if you want to stop us using your information in a particular way

[More information]

In some situations you may ask us to stop using your information but we don't have to delete it. If you would like to ask us to stop using your information, please click on this link to contact us - <https://podio.com/webforms/29966528/2494520>. We will reply as soon as possible to let us know whether there are any reasons we need to continue using your information.

5. Click here if you want us to provide your information to someone else

[More information]

If you would like us to provide your information to someone else, please click on this link to contact us - <https://podio.com/webforms/29966528/2494520>. This will only apply where we are processing your information because you have agreed to us doing so. In most cases we process your data because it's in our interests for us to do so.

6. Click here if you are not happy with how we process your information

[More information]

If you would like to object to us using your information, please click on this link to contact us - <https://podio.com/webforms/29966528/2494520>. We will stop using your information unless we are able to show that we should be able to continue using it.

7. Click here if you want to complain about how we process your information

[More information]

If you would like to complain about how we use your information, please click on this link to contact us - <https://www.web.smidreport.com/contact>.

You may also complain to the Information Commissioner's Office which will look into your complaint. You may contact the Information Commissioner's Office 0303 123 1113 or using its website at <https://ico.org.uk/concerns/>.

Do you have any questions?

If you have any questions or would like more information about the ways in which we use your information, please contact us at info@smidreport.com.