**Privacy Policy – November 2021**

**Personal Data:**

Simply Collective Worship trades only with Schools and as such doesn’t routinely ask for or hold personal information. We collect and hold information to be able to market, identify and send our resources to schools and as such we routinely ask customers for the following information:

* Contact Name:
* School:
* School Address:
* County:
* Postcode:
* Phone:
* Email:

Apart from a ‘Contact Name’ and possibly the ‘Email Address’, all other information is available in the Public Domain, on LA and school websites. We hold this information securely, on our computer system as a record of our customers for their and our information. We often have queries from schools asking us about the resources they have previously bought. The email addresses we store are only business email addresses never personal ones.

Occasionally we are given personal email addresses for sending through course materials etc… We have a statement on our booking forms asking if we are able to use these personal email addresses for sending further promotional material. These email addresses will be stored for no longer than three years and will then be deleted.

**Security**

* We ensure that our customer data base and schools email list are held securely and never shared.
* Our computers are installed with the latest virus software.

**Third Party Companies**

* We will never share information without prior consent.
* The only information we currently share is an email address with TrustPilot to allow our customers to provide an independent review.