

Century-Tech Limited Privacy Policy

This Privacy Policy explains how Century-Tech Limited uses any personal information we collect about you when you use this website.

Before providing us with any of your details please read the following information which concerns the protection of your personal data. If you do not want your personal data to be used in the ways set out here please do not use the website or submit personal data to us through it.

Who we are

Any personal information we collect will be used in accordance with the Data Protection Act 1998 and other applicable laws. For the purpose of the Data Protection Act 1998 the ("Act"), the data controller is Century-Tech Limited, registered in England with our registered office at: 7a Perrin's Lane, London, NW3 1QY, (in this Privacy Policy referred to as "we", "our" and/or "us"). We are registered under the Act and our registration number is ZA148590.

By browsing, accessing and/or using any part of the Century-Tech Limited website, you agree to be bound by this Privacy Policy.

What information we collect and how

We will hold and use the personal data we collect via www.century.tech, from emails sent to us from you or your child's school, from material posted by you on the website, from online forms completed by you and from other ways you communicate with us in accordance with this Privacy Policy.

We collect information about you such as your name, birthday, gender, ethnicity, email address, current address, job title, telephone numbers, attendance data, behavioural data, learning data, communications where the system is used for that purpose, special educational needs data, free and paid school meals data, family data and classes allocated. We allocate and store user names and encrypted passwords to allow access to the system. The school acts as Data Controller for all this data.

How will we use the information about you?

We use the information provided to supply our service to you, to email you about changes to the services we provide and information about our products and services, for internal record keeping, to improve our products and services, and to improve the learning process for each student and teacher.

Century-Tech Limited staff may see information in the course of providing the service or technical support to the school. Century-Tech Limited will form its own data on how students are performing and areas of strength and weakness on which the teacher needs to focus. We may also use your information to contact you for market research purposes, contacting you by email, phone, mail or message.

We may use the information to customise our service and communications with you according to your interests. Your information may also be passed on to a third-party (a 'data processor') with whom Century-Tech Limited has formally contracted to act under our instructions to process your data for this purpose, subject to the safeguards concerning privacy and security of data set out in the Act. Your data will not be passed to any third-party without the prior notification of the school (Data Controller).

Any feedback received is for the purpose of improving our site and enhancing the service delivered. We do not trade, sell or rent any personal information sent to us to other companies.

Personal information will be processed during the time a student has an account with the system. Once the account is terminated, the data will be retained but anonymised.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access, disclosure or unlawful processing we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Marketing

Where we have an agreement with a particular school, we would like to send you information about products and services of ours which may be of interest to you. In such a case you will be offered the option to opt in/out before completing your purchase. If you consent to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purpose, please click here or email us at support@century.tech.

Third Party Links

On occasion we include links to third parties on this website. Where we provide a link it does not mean that we endorse or approve that site's policy towards visitor privacy and we cannot be responsible for the protection or privacy you are afforded while visiting such sites. You should review their privacy policy before sending them any personal data.

Use of Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and compile statistical reports on website activity.

They are not computer programmes and cannot be used to disseminate viruses or access a computer's hard drive.

There are various instances where the website uses cookies, e.g. for website analytics (see above), and other instances where it requires the use of cookies for functionality and authentication purposes, e.g. in the online application process and for access to the student portal.

For further information visit www.allaboutcookies.org. You can set your browser not to accept cookies and the above website will tell you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email us at support@century.tech or write to us at the following address: Century-Tech Limited, 8 Alfred Mews, London, W1T 7AA. We may make a charge of £10 for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Please contact us if you have any questions about our Privacy Policy or information we hold about you.

Changes to this Privacy Policy

We reserve the right to change the terms of this Privacy Policy at any time. When we make changes, we shall update the version number of the Privacy Policy and publish the latest version on the site. We encourage you to review this Privacy Policy whenever you visit the site. If you do not want your data to be used in the way the updated Privacy Policy sets out please do not use the site or submit personal data to us through it.

This Privacy Policy was most recently updated on 18 May 2017.