

## Privacy Notice / GDPR

### "PRIVACY & COOKIES"

Yep Schools Direct Limited take compliance with data protection legislation very seriously and to that end, we have produced the Privacy Notice here following the ICO Guidance to ensure it meets the requirements of the new GDPR.

Yep Schools Direct Limited is based at Unit 2, Dedham Vale Business Centre, Manningtree Road, Dedham, Colchester, Essex CO7 6BL.

We may process "personal data" and/or "special category data" (as defined in UK data protection legislation) as part of our contracted services and/or in our administrative procedures.

Respect for privacy is very important to us – all feasible security measures are in place. We may share data in cloud-based systems and/or on local servers – any cloud-based systems we utilise are based in the UK. We may utilise the services of freelance photographers who process data under our instruction – making them the "data processors".

We process personal data and/or special category data on these third parties to ensure security is maintained. Data may be shared with third parties as part of our contracted services and/or if we are required by law to do so. We cannot accept any liability for any processing conducted by a third party outside our remit.

As part of our compliance, we have conducted a cookie audit on our website. Cookies are internet files used by your computer system to view websites and their content. We utilise analytical cookies to help us monitor and develop our site. None of the cookies we use are intrusive on your system. You are at liberty to turn off cookies through your browser, but you should be aware that this may affect your viewing experience or interactivity.

None of the above affects your rights under the legislation, in particular your right to access the data we hold on you. If you wish to request a copy of your data, please submit it in writing/email to the Company. Please include enough information to enable us to identify you and search for appropriate data. If you are dissatisfied with this policy, have queries about our data protection procedures or wish to lodge a complaint, please contact the company in the first instance. Thereafter you have the right to submit a complaint to the Supervisory Authority, the Information Commissioner's Office (ICO):

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Signed by: *Yep Schools Direct Limited*  
*Co-Directors.*

Dated: 2nd May 2018