

Privacy Notice for Future Toolbox by MAD4Life

Future Toolbox by MAD4Life (collectively referred to as 'we', 'us' and 'our' in this Privacy Notice) take the protection of your privacy very seriously. We will only use your personal information to deliver the services you have requested from us, and to meet our legal responsibilities as data processors.

How do we collect information from you?

We obtain information about you when you engage us to deliver our services and/or when you use our website, for example, when you contact us about our services.

What type of information do we collect from you?

The personal information we collect from staff in schools/organisations only includes your name, school/organisation address, school/organisation telephone number, school/organisation email address and your role within school. We will very rarely collect your personal data outside of your school/organisation (personal mobile, home address, date of birth) unless you provide these to us at your request.

Should you purchase a product from us (in person or via our website), we may collect personal data to mail the product to you. We may contact use these details to contact you for feedback or to inform you of similar products. You can opt out of future contact should you wish.

Note to parents:

We understand the importance of protecting children's privacy in the interactive online world. The website covered by this privacy policy is not designed for or intentionally targeted at children 16 years of age or younger. It is not our policy to intentionally collect or maintain information about anyone under the age of 16.

How is your information used?

In general terms, and depending on how you engage with us and as part of providing our agreed services we may use your information to:

- contact you by post, email or telephone
- verify your identity where this is required
- understand your needs and how they may be met
- maintain our records in accordance with applicable legal and regulatory obligations
- process financial transactions
- prevent and detect crime, fraud or corruption

Who has access to your information?

We will absolutely not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Any staff with access to your information have a duty of confidentiality under the ethical standards that we are required to follow.

Third Party Service Providers working on our behalf

We may pass your information to our third party service providers for the purposes of completing tasks and providing services to you on our behalf. However, when we use third party service

providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. We carry out checks to ensure that our suppliers are complying with GDPR and that they have adequate safeguards and controls in place over personal data.

Please be assured that we will not release your information to any other third parties unless you have requested that we do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention and detection of crime, fraud or corruption.

How you can access and update your information

Keeping your information up to date and accurate is important to us. We commit to regularly review and correct where necessary, the information that we hold about you. If any of your information changes, please email or write to us, or call us using the 'Contact information' noted below. Security precautions are in place to protect the loss, misuse or alteration of your information. Whilst we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given, or where you have chosen, a password which enables you to access information, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

We take the security of your data seriously and so all our systems have appropriate security in place that complies with all applicable legislative and regulatory requirements.

Your choices

We may occasionally contact you by post/email/telephone with details of any changes in legal and regulatory requirements or other developments that may be relevant to your affairs and, where applicable, how we may assist you further. If you do not wish to receive such information from us, please let us know by contacting us as indicated under 'Contact information' below.

Your rights

You can write or email us to obtain further details of the Personal Data we hold about you and the purposes for which we use it using the contact information below.

You may also have the right to require us to:

- Provide you with a copy of the Personal Data you have provided to us
- Update any inaccuracies in the Personal Data we hold
- Delete any Personal Data that we no longer have a lawful ground to use
- Where processing is based on consent, to withdraw your consent so that we stop that particular processing
- Object to any processing based on our legitimate interests unless our reasons for that processing outweigh any prejudice to your data protection rights
- Any requests for additional information or to exercise your rights should be made in writing to the below contact details.

This privacy notice is available electronically on our website at www.made-training.com

Links to other websites

