

Smartmove Interactive Learning Ltd – how we use your information

We are called Smartmove Interactive Learning and trade as part of Prodeo Limited. We are able to see and use information about you because you use our Smartmove Interactive Learning website app. This notice explains what information we hold about you and your teachers and pupils, 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 app, please get in touch with us at info@smartmoveit.co.uk

We have included some extra sections in this notice called “[Would you like more information?](#)”. In [blue](#), 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 (teacher user):

- your Title
- your Name
- your email address (which might be the email address of your school)

To use the app we will also need access to teacher and pupil data:

- Title
- Forename
- Surname
- Form and Subject Classes
- Pupil Groups - A school can choose which data to include as pupil groups. Common examples are Free School Meals (FSM), Pupil Premium (PP), Special Educational Needs (SEN) including category codes and Education as an Additional Language (EAL).
- Teacher code
- (Optional) Pupil code - UPN or Add Number

We collect this information using Groupcall <https://www.groupcall.com/>, who provide trusted communication, data and identity management solutions for the education, public and business sectors. If you think any of the information about you on the app is not correct, you may contact your school and ask for it to be changed.

The pupil focused data that is transferred through Groupcall is stored securely within our database. This is then displayed for the teacher covering the lesson, allowing them to provide specific student support e.g., SEN and EAL. This is only displayed for cover teachers that sign in with a school account (set up by the school). The data is not available to anyone else, except our technical team if you ask for their support.

Please be careful about what you write on the app or include in lesson plan uploads and resources. We recommend that you don’t include any really personal information about you or pupils, 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. We or your school might delete information you have included if we don’t think it should be on the app or if we think it might harm you or put you at risk or upset others.

Why do we have this information?

We need this information to make sure that you are able to use the app. We use the extra information (such as pupil groups) to make sure the information the app provides you is accurate and optimised for your needs.

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 app about SEN groups).

Would you like more information?

We process your basic information, such as your name, email address and (if applicable) your gender, class information on the grounds of our or the school's legitimate interests.

Your school uses the information to help it gather evidence about whether the Smartmove Interactive Learning app is effective for and accessible by all teachers. This is to ensure your school meets its obligations to support all teachers equally. We therefore collect that information on the grounds of your school's legitimate interests. Information about any student special educational needs are collected for the same purposes but are known as "special categories of data" because they are particularly sensitive. We process that information on the grounds of substantial public interest because your school needs the information to identify and keep under review the existence or absence of equality or treatment between teachers and students with a view to ensuring equality is promoted and maintained.

We also process any extra information you add to the app on the grounds of our legitimate interests. Our legitimate interests include ensuring the app 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 app and, if relevant, upload extra information to it.

If you choose to provide sensitive information in lesson plans and uploads (special categories of data) which could include information about 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 this information with anybody?

If you are accessing the app through your school, somebody at your school will be able to see basic information about you as well as any information you add to the app. This is so that your school can check the information that you add to the app and can delete it if they think it shouldn't be on the app because, for example, it may harm you or upset other people using the app.

We store pupil, school and 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 pupil, school or 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 this information and to treat it in accordance with the law. We do not allow third parties to use the information for their own purposes and only permit them to process the 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 be able to see your information for as long as the school asks us to provide the app to you. We will also keep your information for 3 months after the end of that period of time in case any questions or issues arise about your use of the app and to give us time to delete your information.

How long will we keep school and pupil information?

We will be able to see school and pupil information for as long as the school asks us to provide the app to the school. We will also keep this information for 3 months after the end of that period of time in case any questions or issues arise about your use of the app and to give us time to delete the information.

What can you do with your information?

You may ask us to do a few things with your information. There are options below to help you and to give more information to you.

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. If you want to access your data

If you wish to access your data, please click on this link to contact us - <https://podio.com/webforms/27893909/2184685>. 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. If you think information we hold about you is not correct

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/27893909/2184685>. We will reply to you as soon as we can (and no later than one month from the date we hear from you).

3. If you want us to delete your information

If you want us to delete information we hold about you, please click on this link to contact us - <https://podio.com/webforms/27893909/2184685>. We will let you know if there are any reasons why we are unable to delete the information we hold about you.

4. If you want to stop us using your information in a particular way

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/27893909/2184685>. We will reply as soon as possible to let us know whether there are any reasons we need to continue using your information.

5. If you want us to provide your information to someone else

If you would like us to provide your information to someone else, please click on this link to contact us <https://podio.com/webforms/27893909/2184685>. 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. If you are not happy with how we process your information

If you would like to object to us using your information, please click on this link to contact us - <https://podio.com/webforms/27893909/2184685>. We will stop using your information unless we are able to show that we should be able to continue using it.

7. If you want to complain about how we process your information

If you would like to complain about how we use your information, please click on this link to contact us - <https://podio.com/webforms/27893909/2184685>. 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/>.

Links to other applications

Smartmove Interactive Learning uses YouTube API services to enrich the service of content that can be seen by users. YouTube is owned by Google (Privacy Policy can be seen [here](#)). This content is not stored or cached by Smartmove Interactive Learning and no user info is passed to the YouTube API.

Cookies

When you access and use the service, several cookie files are placed onto your web browser for our website to operate, these are also known as "essential" and "strictly necessary" cookies.

These cookies are used for the following purposes: to enable certain functions of the service, to provide analytics, to authenticate users and prevent fraudulent use of the users.

Typical data that we store include: Authorisation Token, Current User ID, Current Organisation ID, Return to Path, Branding to Use.

With our cookies, we may also use third-party cookies to report usage of the service and to track how you use our website, for example what pages you visit on and how much time you spend on them for. For more information, please see our cookie policy.

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@smartmoveit.co.uk