



Privacy Policy

This privacy policy will explain how our organisation, Phonics for Pupils with Special Educational Needs (known as Phonics for SEN) uses the personal data we collect from you when you:

1. use our website
2. place an order
3. contact us by email
4. join a Phonics for SEN Facebook group

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- What are your data protection rights?
- What are cookies?
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- Changes to our privacy policy
- How to contact us
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What data do we collect?

Our company collects the following data:

Personal identification information (name, email address, phone number etc.)

How do we collect data?

You directly provide Phonics for SEN with most of the data we collect. We collect data and process data when you:

- Place an order for any of our products.
- Voluntarily contact us by email.
- Voluntarily join the Phonics for SEN Facebook group or Phonics for SEN Implementation Facebook group.
- Voluntarily provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

How will we use your data?

Our company collects your data so that we can:

- Process your order and manage your account.
- When Phonics for SEN processes your order, it may send your data to, and use the resulting information from, credit reference agencies to prevent fraudulent purchases.

How do we store your data?

- Phonics for SEN securely stores your data on an encrypted hard drive in a secure building.
- Phonics for SEN will keep customer personal data including email address, phone number etc. for as long as the account is active.

What are your data protection rights?

Phonics for SEN would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following:

- The right to access – You have the right to request Phonics for SEN for copies of your personal data. We may charge you a small fee for this service.
- The right to reflection – You have the right to request that Phonics for SEN correct any information you believe is inaccurate. You also have the right to request Phonics for SEN to complete information you believe is incomplete.
- The right to erasure – You have the right to request that Phonics for SEN erases your personal data, under certain conditions.
- The right to restrict processing – You have the right to request that Phonics for SEN restrict the processing of your personal data, under certain conditions.
- The right to object processing – You have the right to object to Phonics for SEN processing of your personal data, under certain conditions.
- The right to data portability – You have the right to request that Phonics for SEN transfer the data that we have collected to another organisation, or directly to you, under certain circumstances.

If you make a request, we have 1 month to respond to you. If you would like to exercise any of these rights, please contact us at:
annsullivaneducation@gmail.com Or call 07835243710

What are cookies?

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

How do we use cookies?

Phonics for SEN uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

What type of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – Phonics for SEN uses these cookies, so we recognise you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** – Phonics for SEN uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device and your IP address. Phonics for SEN sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policy of other websites

The Phonics for SEN website contains links to other websites. Our privacy policy only applies to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Phonics for SEN keeps its privacy policy under regular review and places any updates on this webpage. This privacy policy was last updated on 30th July 2022.

How to contact us

If you have any questions about Phonics for SEN's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us. Email us at: annsullivaneducation@gmail.com Call us: 07835243710

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Phonics for SEN has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Website: ico.org.uk

Call: 0303 123 1113