

Pro Academic (“**Pro Academic**” / “**we**” / “**our**” / “**us**”) is committed to protecting and respecting your privacy.

This Policy sets out the basis on which we process personal information through the mysupercurricular.co.uk website.

When referring to “My Super Curricular Website” in this Policy, we mean the website which can be accessed at www.mysupercurricular.co.uk and where we refer to the “My Super Curricular Platform” we mean the parts of the My Super Curricular Website which can only be accessed by account holders and administrators.

Please read this Policy carefully to understand:

- what information we collect about you;
- how we use and share that information; and
- your rights and choices relating to that information.

Our contact details are at the end of this Policy (see *How to contact us* below).

WHO WE ARE

Pro Academic owns www.mysupercurricular.co.uk and is a company registered in England and Wales under company number 12778199 whose registered office is at: Suite F1, First Floor, Hurstwood Business Centre, York Road, Thirsk, YO7 3BX

WHO THIS POLICY APPLIES TO

Unless we say otherwise, the terms of this Policy apply to:

- “**Students**”, i.e., someone who uses the My Super Curricular Platform to help develop their academic learning, subject and career knowledge, expand their academic curiosity and build new skills.
- “**Teachers**”, i.e., someone who uses the My Super Curricular Platform in a teaching, administrative or supervisory capacity, for example, to provide opinions, comments, and recommendations for Students and to use resource suggestions to develop their student’s academic profile.
- Some sections of this Policy only apply to users in the EU/UK. We make it clear where this is the case.

Where we refer to the “EU”, we mean the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

SCHOOL AGREEMENT

If you are a **Student** or a **Teacher**, Pro Academic will have entered into an agreement with your school or college (“Your School”).

INFORMATION WE COLLECT (INCLUDING WHEN AND HOW WE COLLECT IT)

We collect the following personal information from and about you:

1. Information you give to us

When you request a demo of the My Super Curricular Platform, you **must** provide us with your name, e-mail address and the name of your school.

When you send us a message, provide feedback, or report a problem on the My Super Curricular Website, you **must** provide us with your name and e-mail address.

When you complete a survey or questionnaire at our request, you **may** provide us with any personal information you include in your responses.

In addition, if you are a Student:

When you register and create a My Super Curricular account, you must provide us with your name and e-mail address. You must also choose a password.

If you are a Teacher:

When you register and create a My Super Curricular account, you **must** provide us with your name and e-mail address. You must also choose a password.

2. Information we collect about you when you use the My Super Curricular Website

If you are a Student or a Teacher we will collect details about you from your activity on the My Super Curricular Platform (for example based on your use of certain tools), including:

- any courses, resources or opportunities you “shortlist”, “share” or search and apply for; and

Whether you are a Student, Teacher (depending on the access restrictions on your device), we may also collect:

- certain technical information, for example, the type of device you are using (including its unique device identifier), the internet protocol (IP) address used to connect your device to the internet, your login information, browser type and version (if applicable), time zone setting, operating system and network information;
- information about your use of the My Super Curricular Website, including the full Uniform Resource Locators (URL), clickstream to, through and from the Super Curricular Website (including time and date), parts of the My Super Curricular Website you viewed, response times, length of visits to certain parts of the My Super Curricular Website, information about your device interaction with the My Super Curricular Website (such as scrolling and clicks).

3. Information provided by third parties

When you use the My Super Curricular Website, we **may** receive information about that use from other companies who provide us with services in connection with it.

In particular, we use Google Analytics (a service operated by Google) to obtain statistics and insights that enable us to understand how you use the My Super Curricular Website.

HOW WE USE YOUR INFORMATION AND OUR LEGAL BASIS FOR DOING SO

We collect information about you so that we can operate the My Super Curricular Website effectively and provide you with the best possible service.

The information we collect and process depends on how you interact with us. It also depends on the choices you make, for example the features you use on the My Super Curricular Website and the privacy settings you select on your device.

SHARING / ENABLING OTHERS TO PROCESS YOUR INFORMATION

When and why might you share my personal information with others?

If you are a **Student** or a **Teacher**, we need to share some of your personal information with your School (including, as applicable, your Teachers or your Students).

In some circumstances, we may need to share your personal information with a data protection regulator or in order to comply with the law or a legal process. We may also do so where we have another legitimate interest that is not outweighed by your interests and fundamental rights (for example, to maintain the security of our computer systems).

Who will you share my personal information with?

Students

We will share some of your personal information with your School (including your Teachers) so that you and they can use the My Super Curricular Platform as intended. For example, your Teachers will be able to see some of your information, including your name and email address.

If your school has agreed for your school's My Super Curricular subscription to be paid or part paid for by another entity, for example an education foundation it belongs to, we may pass on to this entity information allowing it to assess how much you have used the platform.

Teachers

We will share some of your personal information with your School (including your Students and other Teachers) so that you and they can use the My Super Curricular Platform as intended. For example, your Students will be able to see some of your information, including your name. We will also share records of your interactions with Students such as your recommendations.

If you are a **Student** or **Teacher**:

- when you complete a survey or questionnaire, our survey provider, e.g., SurveyMonkey, may collect certain technical information, including data about your device or browser (such as your geographic location based on your device IP address) and data about pages you've visited and files you've viewed on their website or app to analyse your usage patterns, and for troubleshooting and bug fixing, for example.

Our survey provider, e.g., SurveyMonkey, may also collect personal information contained in (or connected with) your survey or questionnaire responses, but this information will be aggregated and anonymised before being processed any further, so that it cannot be linked to you.

- the information we share with your School may also be used by your School and by us for analytical purposes and to help your School use the My Super Curricular Platform, for example to give your School an impression of how it is supporting its Students.

Who else might obtain my personal information?

Whether you are a **Student** or **Teacher**:

- we use Google Analytics to obtain statistics and insights regarding your access and use of the My Super Curricular Website. As the provider of that service, Google will receive certain information about that access and use. This is necessary so that we can understand how the My Super Curricular Website is used in order to improve it; and
- other companies who provide services to us may also access or receive some of your information. For example, our software developers, to help us to design and build the My Super Curricular Website.

KEEPING YOUR INFORMATION SECURE

We have designed the My Super Curricular Website keeping in mind the safety of your personal information. All information you provide to us is stored on secure servers. We have put in place technical and organisational measures to safeguard your information.

Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your information, we cannot guarantee the security of any information transmitted via the My Super Curricular Website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

If you are worried that your account or your information might be at risk (for example, if somebody else has found out your password), please contact us.

RETAINING YOUR INFORMATION

We will only retain your personal information for as long as is necessary to fulfil the purposes we collected it for, including for any legal, accounting or reporting obligations.

To decide how long we keep your information, we consider the type of information you give to us or which we collect, and how sensitive that information is. We also consider the risk of harm that might occur if the information went missing or if somebody used it in a way they were not supposed to, for example, and the reasons why we are using your information in the first place.

In some circumstances, we may anonymise your information, which means that it is no longer connected to, or about, you. If we do this, we may use this information without any further permission from you. Even if you ask us to delete your information, we may still need to keep it in a form that does not identify you.

We will keep your information for the following periods, unless we tell you otherwise (or you ask us to delete your information):

- if you are a Student or Teacher, we will keep your information for as long as you continue to use the My Super Curricular Platform.

If the School Agreement terminates, we may delete some or all of your information from the My Super Curricular Platform. We will tell your School before we do so, so that you can download your information if you wish.

We may keep certain information (for example, your name and e-mail address) for longer periods than those stated above if you have agreed to us using it, for example, for keeping in touch about our products or services, or for our promotional purposes.

UPDATING AND ACCESSING YOUR INFORMATION

If you are in the EU or UK, you have the right under EU/UK data protection laws to access personal information held about you, subject to certain conditions, and to ask for it to be changed or deleted.

If you would like to access or amend the personal information which we hold about you, or if you would like us to stop using your personal information, please contact us.

YOUR RIGHTS

If you are in the EU or UK, by law you have the following rights with regard to your personal information:

- **Access.** You have the right to obtain confirmation as to whether or not your personal information is being processed, and, if it is, request access to that personal information (commonly known as a “data subject access request”). We will need you to prove your identity before we release any personal information to you.
- **Correction or deletion.** You have the right to ask us to correct or delete any personal information that we hold about you (unless we have the legal right to retain it). You also have the right to ask us to delete your information where you have exercised your right to object to processing (see below).
- **Objection.** You have the right to object to processing of your information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground.
- **Restriction.** You also have the right to restrict us from processing your personal information. You can ask us to temporarily stop processing information about you, for example if you want us to establish that it is accurate or the reason for processing it.
- **Change of preferences.** You can change your information processing preferences at any time.
- **Data portability.** In some circumstances, you have the right to ask us transfer a copy of the personal information we hold about you to someone else.

Please note that if you ask us to stop processing your personal information in a certain way or if you ask us to delete your information, and we need to use that information to provide the My Super Curricular Website to you, then you may not be able to continue to use it.

The above rights do not apply to anonymised personal information.

No fee usually required to access your personal information.

You will not normally have to pay a fee to access your personal information (or to exercise any of the other rights set out above). However, we may charge a reasonable fee if your request for access is unreasonable or excessive. Alternatively, we can refuse to comply with the request.

What we may need from you

We may need to request specific information from you to confirm your identity and verify your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

Where you have consented to the collection, use or transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

OTHER WEBSITES

The My Super Curricular Website contains links to other websites. This Policy only applies to the My Super Curricular Website so when you link to other websites, you should read their own privacy policies.

CHANGES TO THIS POLICY

This Policy was last updated in November 2022.

We will update this Policy from time to time and will post any updates on this page. If you don't agree with those changes, you can always stop using the My Super Curricular Website and stop giving us any more of your information.

HOW TO CONTACT US

If you have any questions about this Policy or how we handle your personal information, please e-mail us at hello@pro-academic.com



Alternatively, you can write to us at Suite F1, First Floor, Hurstwood Business Centre, York Road, Thirsk, YO7 3BX

My Super Curricular is the “data controller” when it comes to the handling of your personal information for the purpose of using the My Super Curricular Website. This means that we are responsible for deciding how we hold and use personal information about you.

My Super Curricular is registered with the UK Information Commissioner’s Office with the registration number: ZB024499

Complaints

If, for any reason, you are not happy with the way that we have handled your personal information, please contact us at the address set out above. If you are still not happy and if you are based in the UK, you have the right to make a complaint to the Information Commissioner’s Office see: <https://ico.org.uk/global/contact-us/>.