

Funded by



Department
for Education

English Hubs

Training Centre

English Hubs Training Centre Privacy Policy

We take the privacy of our website users very seriously. We ask that you read this Privacy Policy carefully as it contains important information about how we will use your personal data.

By using this website and our services, you will be regarded as having read and accepted this Privacy Policy.

Data we hold on you

Using the English Hubs Training Centre Portal (<https://englishhubstc.com>), referred to as 'the Portal'.

If you or somebody else at your establishment registers you for access to the Portal, we require your email address along with a password as a means to identify you when you log in. We may email you about updates to the website or any other important information.

You can easily review and amend the information we hold on you by logging into the Portal and selecting 'Account' from the navigation menu.

As an associate linked with a school or educational establishment, we will take your name and the name of the establishment you are associated with. We will need an email address and password as a unique means of identification. If you are a Literacy Specialist, we ask for your telephone number in order to contact you regarding, for example, last-minute event changes. Other optional information that may be collected at your discretion include:

- Dietary preference, for events where lunch is provided
- Telephone number, for contacting you (if not a Literacy Specialist)
- Your job title if you are part of a school or educational establishment

Why we ask for personal data from school staff

We will use your personal data for a number of purposes. These purposes include:

- to help us identify you and any accounts you hold with us
- administration
- fraud prevention and detection
- customising the website and its content to your particular preferences

- to notify you of any changes to this website or to our services that may affect you
- improving our services

Deletion of personal data

You can request that any personally identifiable data are deleted by selecting 'Account' then 'Account Delete' from the navigation menu and following the instructions.

Persistence of data

We keep backups of our database for 7 days. This means that if you request deletion of your personal data, it will be 7 days before it is irretrievably removed.

Disclosure of your Personal Data

We may disclose your personal data to law enforcement agencies in connection with any investigation to help prevent unlawful activity.

Keeping your Data Secure

We will use technical and organisational measures to safeguard your personal data, for example:

- access to your account is controlled by a password and email that are unique to you
- we store your personal data on secure servers located in the UK
- we abide by all relevant legislation pertaining to UK data processing, including GDPR
- all data is encrypted using SSL technology (typically you will see a lock icon or green address bar, or both, in your browser when we use this technology)

While we will use all reasonable efforts to safeguard your personal data, you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that is transferred from you or to you via the internet.

Information about other Individuals

If you give us information on behalf of someone else, you confirm that the other person has appointed you to act on his/her behalf and has agreed that you can:

- give consent on his/her behalf to the processing of his/her personal data
- receive on his/her behalf any data protection notices
- give consent to the transfer of his/her personal data abroad
- give consent to the processing of information regarding his/her dietary requirements

Our Contact Details

We welcome your feedback and questions. If you wish to contact us, please send an email to admin@englishhubstc.com or you can write to us at Broadclyst Community Primary School, Devon, EX5 3JG or call us on 01392 796405. Our registered office is Broadclyst Community Primary School, Devon, EX5 3JG. We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access this website.

General information about GDPR may be found at <https://www.gov.uk/data-protection>
