

CSE Education Systems  
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## Privacy Notice

### How your information will be used

As an ICT Supplier, CSE Education Systems (CSE) needs to keep and process information about your institution for normal business purposes. This includes using information to enable us to comply with our contracts, to comply with any legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

As a company engaged in ICT Supply & Service activities, we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes or reporting potential crimes. The nature of our legitimate interests are the supply of goods and services to your institution. We will never process your data where these interests are overridden by your own interests.

The data we hold has mostly been supplied by you but some may come from other internal sources, such as our Customer Relationship Management system (CRM) and our Accounting system, or in some cases, from external sources, such as Government departments (e.g. the Department for Education).

Your data will only be used for our Account Management and Support purposes. We do not collect personal data relating to Students.

Other than mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to specialist support partners or licence providers.

Any data held by us about your institution is held digitally within the EEA and in some cases, in physical format at our Head Office. Archived records that are kept to comply with legal requirements are held at our Head Office. In very limited and necessary circumstances, your information may be transferred outside of the EEA or to an international organisation but this will only occur to comply with our legal or contractual requirements.

Your data will only be used for our own Direct Marketing purposes. To stop receiving our marketing, please follow the links that are sent with all campaigns.

Your personal data will be stored for a period of seven years.

If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

## Your rights

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018

Approved supplier for the Department for Education's  
ICT Services Framework Agreement



Registered Office: Computer Systems in Education Ltd  
114 High Street, Witney, Oxon, OX29 6HT  
Registered No: 2061510

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(DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

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