

Last updated: January 4th, 2021 at 12.30 pm

### **Who We Are:**

**Addanote Ltd. (Addanote)** address: Floor 6, Commercial Union House, Pilgrim street Newcastle NE1 6QE collects, uses and is responsible for certain personal information about you. When we do this, we are regulated under the [General Data Protection Regulation](#) ('GDPR') which applies across both the EU and the UK and are responsible as the 'processor' of that personal information for the purposes of those laws, the 'controller' being the school, music service/hub or other educational organisation who has subscribed to the services of Addanote.

### **How to Contact us:**

Our designated Data Protection Officer is John Lewis, who can be contacted at the above address or on [ukgdpr@addanote.co.uk](mailto:ukgdpr@addanote.co.uk) if you have any questions about this Privacy Policy or the information we hold about you.

### **Information That We Collect:**

**Addanote** processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

### **The personal data that we collect concerns:**

- **Schools/Organisations** - Billing contact details (name, organisation and email address)
- **Teachers** - Contact details; name, school, email address and telephone numbers

### **We collect information as follows:**

- subscription orders from website, requests via email.
- online forms

### **How We Use Your Personal Data**

**Addanote** takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time.

### **The purposes and reasons for processing your personal data are detailed below:**

- - We collect your personal data in the performance of a contract to provide a digital music teaching and learning service, to ensure that orders are completed and that you are able make the most out of the service
  - We collect and store your personal data as part of our legal obligation for business accounting and tax purposes

- We will occasionally send you/your school marketing information where we have assessed that it is beneficial to you/your school as a subscription holder and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests

### **Your Rights**

Under the [UK GDPR](#) you have a number of important rights free of charge, including rights to:

- access your personal information and to certain other supplementary information that this Privacy Policy is already designed to address
- require us to correct any mistakes in your information that we hold
- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit that data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please email, call or write to **John Lewis** our Data Protection Officer.

If you would like to unsubscribe from any emails you can click on the 'unsubscribe' button at the bottom of the email.

### **Sharing and Disclosing Your Personal Information**

We will share personal information with law enforcement or other authorities if required by applicable law.

We will not share your personal information with any other third party.

### **Storage and retention of Your Personal Information**

We will keep information of customers/users for a period of 12 months beyond the date by which their contract with us for products or services has ended. This information will be held to allow the settlement of a complaint or dispute between the parties, but we do have appropriate processes in place to comply with individuals' requests for erasure under 'the right to be forgotten'. This element of the policy will be reviewed annually.

### **Information about your visits to our sites**

We automatically gather information about your visits to our sites. This includes demographic data and browsing patterns, but it is only collected in aggregate form – no individual user is identified.

The information is used to build up marketing profiles, to aid strategic development and to audit usage of the website.

We may use 'cookies' to identify you when you visit the website to confirm that you are logged in and to build up a demographic profile. A cookie is a small collection of data sent by a web server to a web browser, which lets the server to collect information back from the browser. Our use of cookies also may allow registered users to be presented with a personalised version of the site. Please refer to our Cookie Policy for full details.

### **Safeguarding Measures**

**Addanote** takes your privacy seriously and employs every reasonable measure and precaution to protect and secure your personal data. Protecting you and your information from unauthorised access, alteration, disclosure or destruction. Access to personal data is strictly controlled internally within Addanote with strict care of personal data being an integral part of updated employment contracts for all staff. Employees are periodically trained on the nature and importance of UK GDPR

Children are eligible to use our website and services using school login access (username/password) by their teacher/school. Schools/pupils must not give or share logins with teachers/pupils of other schools. Doing so is in breach of our licence terms. This website has been designed so that student/pupil users are not required to disclose their contact information. Parents/teachers are encouraged to discuss these policies and online safety practices with their children/students.

The website does not provide users with any means to communicate directly with each other. There are no chat rooms connected with the learning resources.

### **Concerning UK GDPR:**

The Brexit transition period ended on 31 December 2020. The GDPR has been retained in UK law as the UK GDPR, and will continue to be read alongside the Data Protection Act 2018, with technical amendments to ensure it can function in UK law.

### **3<sup>rd</sup> party privacy policies:**

This Privacy Policy covers our services and apps, but does not cover any third-party site or any third-party video player.

We may provide links to online services that we do not own or operate. Our login system for user access to password protected areas of our website is supplied by Sentrylogin.com

Our videos are hosted on the Vimeo platform, and sometimes on YouTube. These websites/services are outside of this Privacy Policy and we have no control over the data they collect. Once on a third-party site, your data may be collected by others. We encourage you to read the privacy policies of such services before using them:

Privacy policy for Vimeo: <https://vimeo.com/privacy>

Privacy policy for YouTube: <https://policies.google.com/privacy?hl=en-GB>

Privacy policy for SentryLogin: [https://www.sentrylogin.com/sentry/site\\_tou.asp](https://www.sentrylogin.com/sentry/site_tou.asp)