

Privacy Policy

Document Control

Reference: Privacy Policy

Issue No: 1

Issue Date: 19/09/2018

1. Who we are

iSAMS Ltd is an international software development company providing an MIS solution to the private and independent school sector.

2. Policy

This policy is aimed towards prospective, current or previous clients of iSAMS Ltd. It is also aimed towards visitors to www.isams.com. This privacy policy is not intended for clients using the iSAMS system within their own organisation. This privacy policy explains how your information is processed.

3. What information is collected?

You may provide us information about yourself by visiting our website, subscribing to our services, communicating at events or corresponding with us by phone, email or otherwise.

The personal data you give us may include but is not limited to:

- Full Name
- Contact Number
- Address
- Company details
- Position
- Photograph
- Subscription preferences.

We may also collect personal data automatically including but not limited to:

- Technical information including your IP address, browser type and time zone
- Information about your visit to the website.

4. How do we use your information?

The information you give us is used:

- To provide services you may have subscribed to
- To provide you with information about iSAMS services
- To notify you of any changes

The information we collect is used:

- To understand and analyse how our website is used
- To gather feedback and improve the website
- To provide a secure website



5. Where we store your information

iSAMS Ltd has put measures in place to ensure your information is secure. Information is only used to fulfil the subscription services and website offerings. All information is stored on our secure servers based in the UK. Certain subscription service may require the use of a password which you are responsible for keeping confidential.

6. Do we share your information?

We will only share your personal information with third parties where required by law, where it is necessary to fulfil the working relationship with you or where we have another legitimate interest in doing so. We will not sell or rent your data to third parties.

7. How long do we keep it for?

iSAMS Ltd only keeps your information for as long as necessary to fulfil the subscription services you may have registered for. Your personal information is only retained for as long as:

- It is needed for the purposes set out in this policy
- The law requires us to

In general, we will only hold your personal information for between 1 and 7 years.

8. How is your information kept up to date?

It is important that the information we hold about you is accurate and current. Please keep us informed if your personal information changes. You are responsible for advising us of any changes and keeping personal information up to date. Our subscription services allow for personal information to be updated.

9. Your rights

Under data protection law, you have the right to request:

- your personal data is not processed for marketing purposes
- your data under a Subject Access Request
- your personal data is rectified
- your personal data is erased

10. How to contact us

The appointed DPO for iSAMS Ltd is Jason Lloyd. Any questions, comments or queries regarding this policy should be addressed to gdpr@isams.co.uk. You may also contact us in writing to

iSAMS Ltd
9 Talavera Way
Darnell Court
Moulton Park
Northampton
NN3 6RW



Change History Record

Issue	Description of Change	Approval	Date of Issue
0.1	Draft	Head of Service and Operations	20/09/2018

