



## Data Protection & Privacy Policy

This privacy policy applies between you, the User of this Website and Nubridge Publishing Limited (t/a Language Angels), the owner and provider of this Website. Nubridge Publishing Limited (t/a Language Angels) takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website. **Please read this data protection & privacy policy carefully.**

### Definitions and interpretation

1. In this data protection & privacy policy, the following definitions are used:

<b>Data</b>	collectively all information that you submit to Nubridge Publishing Limited (t/a Language Angels) via the Website. This definition incorporates, where applicable, the definitions provided in the General Data Protection Regulation 2018;
<b>Nubridge Publishing Limited (t/a Language Angels), or us</b>	Nubridge Publishing Limited (the owner of the Language Angels brand and trademark), a company incorporated in England and Wales with registered number 07024732 whose registered office is at 16 Wolstonbury, Woodside Park, London, N12 7BA;
<b>User or you</b>	any third party that accesses the Website and is not either (i) employed by Nubridge Publishing Limited and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to Nubridge Publishing Limited and accessing the Website in connection with the provision of such services; and
<b>Website</b>	the website that you are currently using, <a href="http://www.languageangels.com">www.languageangels.com</a> , and any sub-domains of this site unless expressly excluded by their own terms and conditions.

2. In this privacy policy, unless the context requires a different interpretation:

- a. the singular includes the plural and vice versa;
- b. references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this privacy policy;

- c. a reference to a person includes firms, companies, government entities, trusts and partnerships;
- d. "including" is understood to mean "including without limitation";
- e. reference to any statutory provision includes any modification or amendment of it;
- f. the headings and sub-headings do not form part of this privacy policy.

## Scope of this data protection & privacy policy

- 3. This privacy policy applies only to the actions of Nubridge Publishing Limited and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

## Data collected

- 4. We may collect the following Data, which includes personal Data, from you:
  - a. Name
  - b. Job Title
  - c. Contact Information such as email addresses and telephone numbers
  - d. Pupil names, class names, pupil foreign language assessment scores, PDF scans of pupil class work, audio and video recordings of pupil class work
  - e. in each case, in accordance with this privacy policy.

## Our use of Data

- 5. For purposes of the General Data Protection Regulation 2018, Nubridge Publishing Limited is the "data controller".
- 6. We will retain any Data you submit for as long as you maintain your subscription to use Language Angels resources through the Website. Your Data will be deleted from the Website any time after 12 months have passed from the lapsing of your Language Angels subscription.
- 7. Unless we are obliged by law to do so, **your Data will NOT be disclosed to third parties**. This includes our affiliates and / or other companies within our group.
- 8. All personal Data is stored securely in accordance with the principles of the General Data Protection Regulations 2018. For more details on security see the clause below (**Security**).
- 9. Any or all of the above Data is stored and may be used for the following reasons:
  - a. internal record keeping;
  - b. pupil names, class names, pupil foreign language assessment scores, PDF scans of pupil work and audio and video recordings of pupil work are stored so that teachers that access the Website using your school login details can access this data (only the data that relates to your school) and generate reports from it. Teachers will only be able to access data that relates to the school associated with the login details they have used to access the Website. Any or all data that you / your teachers upload to the Website is stored

on our dedicated and secure servers and is fully encrypted at point of upload, storage and download.;

in each case, in accordance with this privacy policy.

### **Third party websites and services**

10. Nubridge Publishing Limited may, from time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the Website. The providers of such services do **not** have access to certain personal Data provided by Users of this Website.

### **Links to other websites**

11. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

### **Changes of business ownership and control**

12. Nubridge Publishing Limited may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of Nubridge Publishing Limited. Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the Data for the purposes for which it was originally supplied to us.

13. We may also disclose Data to a prospective purchaser of our business or any part of it.

14. In the above instances, we will take steps with the aim of ensuring your privacy is protected.

### **Controlling use of your Data**

15. Wherever you are required to submit Data, you will be given options to restrict our use of that Data. This may include the following:

16. use of Data for direct marketing purposes; and

17. sharing Data with third parties.

### **Functionality of the Website**

18. To use all features and functions available on the Website, you may be required to submit certain Data.

### **Accessing your own Data**

19. You have the right to ask for a copy of any of your personal Data held by Nubridge Publishing Limited (where such Data is held) without incurring any financial charge.

### **Security**

20. Data security is of great importance to Nubridge Publishing Limited and to protect your Data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data collected by us.

21. Electronic Data is stored on secure, protected and encrypted servers managed and monitored by specialist server hosting companies.
22. Any Data received at our offices is stored securely and is not removed from the office premises. Once it has been processed, any physical copies are shredded and subsequently disposed of via a professional shredding and disposal service.
23. If password access is required for certain parts of the Website, you are responsible for keeping this password confidential.
24. We endeavour to do our best to protect your personal Data. Transmission of information over the internet is not entirely secure and is done at your own risk.

## **General**

25. You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.
26. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.
27. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.
28. This privacy policy is governed by and interpreted according to English law. All disputes arising under this privacy policy are subject to the exclusive jurisdiction of the English courts.

## **Changes to this privacy policy**

29. Nubridge Publishing Limited reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.

You may contact Nubridge Publishing Limited (t/a Language Angels) by telephone on 020 8446 5171 or by email at [support@languageangels.com](mailto:support@languageangels.com).

## **Nubridge Publishing Limited (t/a Language Angels) 2018**