

Data Protection Summary: Information for Schools

Last updated: 24th July 2023

Who are we?	We are Hamilton Brookes, operating as part of Oxford Brookes University, Harcourt Hill Campus, Oxford, OX2 9AT.
What do we do?	We are a UK publisher of educational resources for primary schools.
What personal data do we process?	<p>We process the following information when setting up and maintaining school accounts:</p> <ul style="list-style-type: none">● Account holders' name (usually teachers)● Email address● Postal address● Telephone number● Credit / debit card number and expiry date● List of products and/or services purchased● Pages visited and login dates
Do we collect or store pupil data?	No. Our teaching resources are not used by pupils therefore we do not collect or store any pupil data.
How do we use personal data?	We only process personal data where it is strictly necessary to deliver our products and services to schools; we do not use this information for any other purpose without consent.
Do we share personal data?	No. We do not share personal data collected for this service with third parties, unless required by law, for example, to assist in the prevention or detection of unlawful activities such as money laundering or activities which threaten Hamilton Brookes' or is adverse to your or Hamilton Brookes' interest.
Are we the data controller?	<p>Yes. Hamilton Brookes is the data controller for the information we process about school account holders, as we determine the purposes and the means of the processing. Our ICO Registration Number is Z6569324.</p> <p>The use of our services is governed by our Terms and Conditions available at https://www.hamilton-trust.org.uk</p> <p>We are not the school's data processor and therefore there is no requirement for a data processing agreement.</p>
How do we protect your data?	Your information is stored on our secure servers in the UK. Payment details are transferred using an encrypted connection certified by SSL (Secure Sockets Layer).
Contact us	If you have any questions about how we handle personal data please email hamiltonadmin@brookes.ac.uk