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active cloud
MANAGEMENT

Privacy Policy

Active Cloud Management (ACM) Privacy Policy and Notice

Privacy Policy

This general notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you with others and how we keep it secure. We are required to give you this information under data protection law. We may change this Notice from time to time so please check this page occasionally to ensure that you are happy with any changes. Any questions regarding this Notice and our privacy practices should be directed to the contact details at the end of the document.

Turn IT on and Active Cloud Management (ACM)

Turn IT on Active Cloud Management provides process automation services for educational institutions. Active Cloud Management automatically connects key IT systems with management information system (MIS), ensuring relevant accounts, groups and permissions are always up-to-date. At the start of the academic year, or during the year as students and teachers come and go, as all the accounts and groups you need are automatically created. Settings in the online learning platform accounts can be configured to set appropriate restrictions. Everyone can access the resources they use as soon as they need to start learning or teaching, whether that's Office 365, Exchange, SharePoint or Google Workspace for Education. Our Active Cloud Management tools are fully customisable, use your existing users and structures as well as following your conventions.

Collection of information

Turn IT on obtain information about you when you use our website, for example, when you contact us about roles or make enquiries about our services or if you register to receive one of our newsletters. This includes information provided at the time of registering to use our website, subscribing to any service we provide or requesting further services. Turn IT on may also ask you for information if you enter a competition or promotion sponsored by us, and if you report a problem with our website. Turn IT on also collects Information you provide to us by other means (including, for example, by telephone or email) including: If you contact us, we may keep a record of that correspondence.

- ▶ Turn IT on may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- ▶ Details of your visits to our website and the resources that you access.

What type of information is collected from you?

The personal information we collect might include your name, organisation name, email address and telephone numbers:

- ▶ Personal information (such as name, employee or teacher number, national insurance number)
- ▶ Special categories of data including characteristics information such as gender, age, ethnic group and trade union membership.
- ▶ Contract information (such as start dates, hours worked, post, roles and salary information)
- ▶ Contact information including address, email and phone numbers.



Why we collect and use this information

We may use your information to:

- ▶ Carry out our obligations arising from any contracts between you and us.
- ▶ To ensure that content from our website is presented in the most effective manner for you and for your computer.
- ▶ To keep you informed about changes to our services.

Who we share this information with

- ▶ We will not sell or rent your information to third parties.
- ▶ We will not share your information with third parties for marketing purposes without your explicit consent.
- ▶ We may transfer your personal information to a third party (or clients) as part of our contractual obligations, however, we will take steps with the aim of ensuring that your privacy rights continue to be protected.
- ▶ If we are under a duty to disclose or share your personal data to comply with any legal obligation, or to enforce or apply our website terms of use, any of our terms and conditions of supply and other agreements; or to protect the rights, property, or safety of Active Cloud Management Soft Limited, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

The lawful basis on which we process this information

We are required to inform you on what lawful bases we are obtaining and processing your personal data. In general, this will be Legitimate Interests. Where this differs is documented in the specific Privacy Notice for that process.

Marketing Information

You have a choice about whether you wish to receive marketing information from us or not. If you do want to receive direct communications from us about the products or services we offer, then you can opt in by ticking the relevant boxes situated on the forms on which we collect your information. We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent or if we are responding to an information request from you. We will not contact you for marketing purposes by any means from May 25th 2018 if you have indicated that you do not wish to be contacted. You can manage your marketing preferences by contacting us at marketing@turniton.co.uk.

How you can access and update your information

The accuracy of your information is important to us. We are working on ways to make it easier for you to review and correct the information we hold about you. In the meantime, if you change your email address or any other information we hold about you is inaccurate, please email office@turniton.co.uk.



Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, In the first instance please contact turn IT on.

Position	Name	Email	Phone
Data Protection Officer	turn IT on	dpo@turniton.co.uk	01865 597620 (option 3)

You also have the right to:

- ▶ Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- ▶ Prevent processing for the purpose of direct marketing.
- ▶ Object to decisions being taken by automated means.
- ▶ In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- ▶ Claim compensation for damages caused by a breach of the Data Protection regulations

Depending on our reason for using your information you may also be entitled to:

- ▶ Ask us to delete information we hold about you.
- ▶ Have your information transferred electronically to yourself or to another organization.
- ▶ Object to decisions being made that significantly affect you.
- ▶ Object to how we are using your information.
- ▶ Stop us using your information in certain ways.

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you. For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.



Further information

Contact

If you would like to discuss anything in this privacy notice, In the first instance please contact the School lead below:

Position	Name	Email	Phone
Data Protection Officer	turn IT on	dpo@turniton.co.uk	01865 597620 (option 3)

Policy update information (policy number GDPR-172)

This policy is reviewed annually and updated in line with data protection legislation.

Policy review information

Review date	Reviewed by
02-05-2019	turn IT on
08-03-2020	turn IT on

Policy update information

Review date	Revision	Description on change	By
02-05-2019	1.00	Draft release	turn IT on
03-08-2020	1.01	Full release	turn IT on
08-03-2021	1.02	Full release	turn IT on





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