Privacy Notice

Introduction

This page is our Privacy Notice. A Privacy Notice tells you how we use your personal data, so you know what happens with it when you are using Sign In App.

Sometimes there are links to other pages. You might want to ask an adult to help with these because it can be confusing.

You can also download a copy of the full privacy notice here.

Who are we?

We are Sign In App Ltd and we have designed an app to help businesses, schools and colleges look after their visitors, pupils and people who work for them. The information that we hold is stored in the cloud, for more information on what the cloud is you can ask your parent or guardian to explain it to you. Your school or college have full control of the data that they need to look after you when you are at school or college and using our app.

Personal data? What's that?

Anything that can identify you is your personal data. You might know this could be things like your name or a photo of you, but it is also things like your email address or your online gamertag.

There are some types of data we have to be extra careful with. These are known as special category data. This could be something like an illness you have, or what religion you are. You should be very careful who you share this type of information with and understand why you are being asked to share it. Always make your parent or guardian aware if you are asked for this type of information before you share it.

You can ask your school or college to tell you what personal information they are using for Sign In App.

Why does the app need personal data?

We are Sign In App Ltd and we have designed an app to help businesses, schools and colleges look after their visitors, pupils and people who work for them. The information that we hold is stored in the cloud, for more information on what the cloud is you can ask your parent or guardian to explain it to you. Your school or college have full control of the data that they need to look after you when you are at school or college and using our app.

So, can you use my personal data for anything?

Just because we have your personal data, it doesn't mean we can do what we want with it, we have to follow some rules. There are different rules for personal data and special category data. If we are using any of your data, we make sure we are following all the rules, which are on our Privacy Notice for adults.

Can anyone else see my personal data?

There are times we might need to ask for help doing our work, and someone else will use your data for us. This could mean your personal data might go around the world, but don't worry – we'll make sure it's safe. We're very careful about how we do this, meaning there are even more rules.

People who use your data can only use it for the reason they have told you and they have to always consider your best interests.

Do you keep my personal data forever?

Your school or college has complete control over your personal data while they are using Sign In App. They will only keep your personal information in the app for as long as they need it, they will have rules about this that they have to stick to. You can ask your school or college to tell you what their rules are and you can get your parents or guardian to read them with you so you can understand them.

Do I have a say in what happens with my data?

Yes you do. You have what we call 'rights' when we use your data. One of these is the right to know what we do with it. That's what this page is for.

You can ask us to tell you what personal data we have about you, or if we should stop using it or delete it. If your personal data is wrong, you can tell your school and they will fix it.

The rights you have depend on what we use your data for, and there is more information on our Adults Privacy Policy.

Who makes sure you follow all the rules?

We have someone at Sign In App called our Data Protection Officer, and their job is to protect your data. This means they make sure we are following all the rules, and your data is safe. If they see something wrong, they tell us how we can fix it.

Because of how important it is to keep your data safe, and to follow all the rules, you can email or write a letter to our Data Protection Officer if you are worried about what we do:

Data Protection Officer
Sign In App Ltd
3A Green Lodge Barn,
Roman Road,
Northampton
NN7 4HD

or email: DPO@signinapp.com

There is a business whose job it is to make sure we follow the rules, and can tell us off if we do things wrong. You can write to them, call them or contact them through their website:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Call 0303 123 1113 or look online at www.ico.org.uk