

# Privacy Notice

## **Your Personal Data:**

### **What we need**

Citrus Media Ltd will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location based information. This does however include name and email address for teachers.

### **Why we need it**

We need to know your basic personal data in order to provide you with a user account.

### **What we do with it**

Data is processed by Bristol University and other partnering Universities who are part of the Q-Fire project.

### **How long we keep it**

The data on this web app will be stored for the duration of the project. At which time it will be destroyed. For more information about the data retention of University of Bristol please contact them.

### **What are your rights?**

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Our Data Protection Officer is Doug Lapsley and you can contact them at [doug@citrus-media.co.uk](mailto:doug@citrus-media.co.uk).