

## Privacy Policy

Communitas PR Limited are committed to ensuring that your privacy and any data we hold about you or receive from you, is processed and protected in accordance with the law. Some of the information we collect, research and process may be classified as "personal data" under European Union (EU) law as it is information relating to an individual (e.g. a named contact in a school, nursery or corporate body etc). This privacy notice provides the information we are required to give in relation to the processing of personal data under EU law.

### Communitas PR Limited website.

- 1 The Communitas website does not collect much information from visitors to our website, other than that which they provide to us.
- 2 We only use information gathered from our website for obvious and transparent reasons, such as if you request information from us, we need to know who you are and how to contact you, so we ask you for that information.
- 3 We do not store credit card details and we do not share our customers details with anyone else, unless required to do so under the law.
- 4 We use Google Analytics to help us understand how customers are using our site, so we can continue improving it.
- 5 We do not disclose any of our customer analytical information to any 3rd parties.

### Customers, Enquirers and Prospects Information

- 1 We hold information about our customers and enquirers about our services, to enable us to contact you.
- 2 We also source information about prospective customers from other GDPR compliant list owners, about businesses who may be interested in our services from time to time.
- 3 We typically hold your name, job title/job function area, company name and address and your work email address.
- 4 We do not store your credit card details and do not share any of your information with any 3rd parties, unless we are required to do so under the law.
- 5 Customer and enquirer data is only made available to employees of the company.
- 6 We may continue contacting you after you have stopped being an active customer or enquirer, as many of our customers' and enquirers requirements are cyclical and occasional – and much of the information we send out is generally useful to those who may communicate with the education sector at any time. However, we always offer an

unsubscribe option in any communications; and you may request your data be deleted at any time, by emailing your request to: [hello@communitas-pr.co.uk](mailto:hello@communitas-pr.co.uk)

### **Suppliers Information**

- 1 We hold information about our suppliers to enable us to contact them.
- 2 We typically hold their name, job title/job function area, company name and address and often their work email address.
- 3 Supplier data is only made available to employees and of the company

### **Schools and Teachers Marketing Data**

We collect and process data about education establishments, education charities, organisations working in or supply goods and services into the education arena to enable us to market our services to them. This includes the following types of data:

- 1 We collect, hold and update establishment data for UK schools, colleges and nurseries and other education establishments as outlined above in accordance with the GDPR.
- 2 The data we typically hold is the school name and address and generic email address and telephone number (in line with the TPS/CTPS) together with information on the school itself, such as the number of pupils on roll and other demographic information that may be helpful in ensuring the marketing communications sent to schools, are as relevant as possible. For Teachers and Administrative contacts in schools, we hold their name, job title/job function area, school name and address and their individual school email address where provided.

### **Data subject access and removal requests**

Requests for removal from the Communitas PR Limited database should be addressed to: Ken Stevens, Communitas PR, Mocatte House, Trafalgar Place, Brighton BN1 4DU. Telephone: 01273 006 000 or Email: [hello@communitas-pr.co.uk](mailto:hello@communitas-pr.co.uk)

If you have any questions or comments about our services or our privacy policy, please feel free to contact using the details above.