

Privacy Notice for Pupils

This information is to tell you about how and why we need to collect your personal information when you sign up to our website.

Who are We?

We are called TeenTips Ltd, and you can get in touch with us on 01273 093940 or email info@teentips.co.uk. Our address is 2 The Mews, 42 St Nicholas Lane, Lewes, East Sussex, BN72JZ.

Why do we collect your personal data?

Your school has decided to make the Wellbeing Hub content available to you and they are responsible for making sure your personal data is used properly and within the law. We are known as 'Data Processors' and use the personal data the school provides to allow you to create your user account and for the school to see who is registered in each year group.

What personal information do we collect?

The personal information we collect and record is your full name and school email address plus your username. Importantly, we won't allow you membership if you try and register with your own personal email address, you must use your school address.

How do we collect your personal data?

We only collect your personal data when you register.

How do we use your personal data?

We keep and use your information to provide a record of your subscription to The Wellbeing Hub.

Who has access to your data?

People that work at Teen Tips will be able to see your information so they can do the account admin. We may share your information with others in certain situations too, such as your school so they know which pupils have registered. The same with people that help us run The Wellbeing Hub. We make sure they all look after your personal data.

How long do we keep your personal data?

Your personal data can be deleted from the system by your school account administrator at any time. We will delete your data if the school tells us to.

Transferring your data outside of the UK

We do not send your personal information out of the country.

Your rights

You have rights about your data, you can:

- See what personal data we have of yours and get a copy.

- Ask us to delete your personal information.
- You can ask us to correct any inaccurate information we may be holding.

If you want to do any of the things above, you will need to speak to your school as they have the responsibility for these.

If you are really unhappy about how we use your data, you can make a complaint about us to the Information Commissioner's Office (ICO), they are the people that make sure your data is treated properly.

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

Telephone: 0303 123 1113

Website: www.ico.org.uk