### Science Practical Simulator Ltd. Privacy Policy

This privacy policy will explain how Science Practical Simulator Ltd uses the personal data we collect from you when you use our website.

## Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
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- Privacy policies of other websites
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- How to contact us
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#### What data do we collect?

Science Practical Simulator Ltd collects the following data:

- Personal identification information: Name, email address and School Name and address
- Science Practical Simulator Ltd will never collect and keep any data to any individual we believe to
  be under the age of 18. Every effort is made to ensure that the educational establishments are
  made aware that the licencing purchasing process via our website is to be made by a member of
  staff. Students only have the opportunity to purchase the simulator individually onto their mobile
  via the App Store or Google Play in accordance with Apple and Google GDPR legislation
  compliance.

### How do we collect your data?

You directly provide Science Practical Simulator Ltd with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

## How will we use your data?

Science Practical Simulator Ltd collects your data so that we can:

- Process your order, manage your account.
- Email you with special offers on other products and services we think you might like.

# How do we store your data?

Science Practical Simulator Ltd securely stores your data. We keep our databases contained within our own systems and all the personal data we process is manually processed by our staff in the UK.

Science Practical Simulator Ltd will keep your forementioned data until the end of the customer relationship. For demo requests this is the duration of the demo plus 6 months for the purpose of repeat demos. For licence this is the duration of licence unless the licence is renewed at which point the timer resets. Once this time period has expired, we will delete your data by removing it from our systems.

### Marketing

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop Science Practical Simulator Ltd from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please email sciencepracticalsimulator@outlook.com.

# What are your data protection rights?

Science Practical Simulator Ltd would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access - You have the right to request Science Practical Simulator Ltd for copies of your personal data.

You have the right to request that Science Practical Simulator Ltd correct any information you believe is inaccurate. You also have the right to request Science Practical Simulator Ltd to complete information you believe is incomplete.

The right to erasure - You have the right to request that Science Practical Simulator Ltd erase your personal data, under certain conditions.

The right to restrict processing - You have the right to request that Science Practical Simulator Ltd restrict the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to Science Practical Simulator Ltd processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that Science Practical Simulator Ltd transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: <a href="mailto:sciencepracticalsimulator@outlook.com">sciencepracticalsimulator@outlook.com</a>

#### What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

### How do we use cookies?

Science Practical Simulator Ltd uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website
- Storing simulator progress/settings between visits

# What types of cookies do we use?

There are a number of different types of cookies, however, our website uses

• Functionality - Science Practical Simulator Ltd uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

## How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result. Privacy policies of other websites

The Science Practical Simulator Ltd website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

# Changes to our privacy policy

Science Practical Simulator Ltd keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 12 October 2020.

# How to contact us

If you have any questions about Science Practical Simulator Ltd privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: <a href="mailto:sciencepracticalsimulator@outlook.com">sciencepracticalsimulator@outlook.com</a>

### How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Science Practical Simulator Ltd has not addressed your concern in a satisfactory manner, you may contact the <u>Information Commissioner's Office.</u>