

Spk:Easy Privacy Policy

Spk:Easy is part of Cogiva LTD. This privacy policy will explain how our organization 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?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

What data do we collect?

Spk:Easy (Cogiva Ltd) collects the following data:

- Personal identification information (Name, email address, etc.)
- Progress information regarding educational subjects.
- Specific demographic information with explicit permission from contracted organization.

How do we collect your data?

You directly provide Spk:Easy (Cogiva 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.
- Completing organization progress charts and uploading work related data.

Spk:Easy (Cogiva Ltd) may also receive your data indirectly from the following sources:

How will we use your data?

Spk:Easy (Cogiva Ltd) collects your data so that we can:

- Process your collate and process the progress data you provide and support learning.
- Email you with requests from other users to complete further progress data

Spk:Easy (Cogiva Ltd) will NEVER share your data with any partner companies or third parties.

How do we store your data?

Spk:Easy (Cogiva Ltd) securely stores your data at Digital Ocean ISO 27001 accredited servers in London UK.

Spk:Easy (Cogiva Ltd) will keep your data for 5 years from your final use of the application. Once this time period has expired, we will delete your data.

Marketing

Spk:Easy (Cogiva Ltd) would like to send you information about products and services of ours that we think you might like.

- We will only send information about features of the application that we feel will be of support to you.
- We will NEVER send marketing information to anyone deemed to be under 18 years of age.

You have the right at any time to stop Spk:Easy (Cogiva Ltd) from contacting you or request Spk:Easy (Cogiva Ltd) deletes your information.

What are your data protection rights?

Spk:Easy (Cogiva 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 Spk:Easy (Cogiva Ltd) for copies of your personal data. We may charge you a small fee for this service. This fee will be an admin fee equal to the cost to Spk:Easy of providing the data only.

The right to rectification - You have the right to request that Spk:Easy (Cogiva Ltd) correct any information you believe is inaccurate. You also have the right to request Spk:Easy (Cogiva Ltd) to complete information you believe is incomplete.

The right to erasure - You have the right to request that Spk:Easy (Cogiva Ltd) erase your personal data, under certain conditions.

The right to restrict processing - You have the right to request that Spk:Easy (Cogiva Ltd) restrict the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to Spk:Easy (Cogiva Ltd)'s processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that Spk:Easy (Cogiva 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 info@mypupilprogress.com or call +44 (0) 191 645 5024, or write to us at 226 Park View, Whitley Bay, NE26 1EA.

What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior 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?

Spk:Easy (Cogiva 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 and improve usability.

What types of cookies do we use?

- **Functionality** - Spk:Easy (Cogiva 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 Spk:Easy (Cogiva 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

Spk:Easy (Cogiva Ltd) keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 01 December 2020.

How to contact us

If you have any questions about Spk:Easy (Cogiva Ltd)'s 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: hellyeah@spkeasy.co.uk

Call us: +44 (0) 191 645 5024

Or write to us at: 226 Park View, Whitley Bay, NE26 1EA.

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Spk:Easy (Cogiva Ltd) has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

You can ICO on 0303 123 1113 or contact us via live chat on their website at <https://ico.org.uk/>