

## Privacy Statement Easy4u

Version 01/21

### 1. Introduction

This is the privacy statement of Class Technology Solutions Ltd. (referred to as 'CTS') for processing data related to the sales and service of Easy4u products and services. With this privacy statement we explain how we handle your personal data. CTS processes data in compliance with the English law on consumer data protection, and the EU General Data Protection Regulation (GDPR) and the resulting laws and regulations.

### 2. Which personal data can we process?

CTS can process the following personal data:

- contact / name and address details (name, home address, e-mail address, telephone number, title);
- payment details (bank account number);
- for job applications: personal data as described on a CV / data about your employment history;
- technical information about your website visit, such as your IP address, browser and pages visited;
- data sent to or downloaded from our Websites (e.g. [www.easy4u.school](http://www.easy4u.school));
- data obtained from the Trade Register of the Chamber of Commerce

### 3. Why do we process your personal data?

CTS processes your personal data for the following purposes:

- to be able to provide you with the Easy4u service subscription;
- to provide you with our services, such as entering into sales contracts with you;
- to inform you about news, developments, products and services of Easy4u and/or CTS;
- to verify your identity;
- to adjust and improve the website;
- to be able to contact you and respond to the questions or complaints you have asked;
- for recruitment and selection of candidates / applicants.

### 4. We use your data on these grounds

CTS processes your personal data on the following grounds:

- you have given permission to CTS for the processing of your data;
- the processing is necessary for entering into or executing an agreement to which you are a party (such as with the Easy4u service subscription);
- CTS has a legitimate interest for the processing.

CTS has the following legitimate interests:

- to be able to (continue to) deliver and improve our Easy4u-products and services;
- operate and improve our website;
- improve security;
- marketing purposes;
- preventing unauthorized use.

### 5. Data share with third parties

CTS can engage third parties that process personal data on behalf of CTS. These could be:

- Software developers, hosting parties and website builders;
- Other contractors / suppliers, including suppliers of IT services.



If necessary, we have concluded a data processing agreement with our contractors / suppliers. Where applicable, a data processing agreement with schools that partner with us will be made to ensure responsible data processing and data protection. The employment contract with our employees includes secrecy and there is an internal code of conduct for the careful use of personal data and the handling of data on laptops offered for repair to us.

## 6. Security

CTS takes continuous and structural measures to optimally protect your personal data against unauthorized use. CTS ensures that all its user settings, programs and services are set up from the start of development in such a way that your privacy protection is maximized. Where possible, CTS continuously takes privacy-enhancing (security) measures.

## 7. Retention periods

We only retain personal data for the period necessary to perform the work for which the data was obtained, unless we need it longer for tax, legal or legitimate business purposes. In the case of newsletters, we store email addresses until the newsletter is canceled, which can happen at any time. CTS never stores personal data longer than is necessary for the purpose of the processing.

## 8. Your rights

If your personal data is processed, you have a number of rights, which are set out below. You can exercise these rights by submitting your request in writing to CTS or by sending an email to: [info@easy4u.school](mailto:info@easy4u.school).

CTS will respond to your request as soon as possible, but in any case within a week.

- View and/or change personal data

You can ask us at any time to indicate which (categories of) personal data CTS processes for you, for what purposes this happens, from which source the personal data come and which retention periods are used. In addition, you can contact us at any time to supplement, correct or delete your personal data.

- Limit processing of your personal data

If you do not agree with the content of the personal data that CTS keeps about you, you can submit a request to temporarily limit the processing of your personal data.

- Revocation of consent

You can easily withdraw your consent to process your personal data at any time by sending us an email to: [info@easy4u.school](mailto:info@easy4u.school).

- Right to transfer personal data

You can request the personal data that CTS keeps about you in a structured, common and machine-readable form. After receiving the personal data, you are free to transfer this information to third parties.

- Right to be forgotten

If you no longer wish to use the services of CTS, you can request that your personal data will be removed.



- Right to object

You have the right to object to the processing of your personal data based on CTS's 'legitimate interest of CTS'. If CTS bases itself on this basis, CTS will weigh up your interests regarding your privacy. The right of objection gives you the opportunity to request from CTS that the balancing of interests be made again.

- Right to file a complaint / start legal proceedings

We are committed to working with you to find a good solution if you have a complaint about our use of your personal information. If you believe that we have not been able to help you, you have the option to file a complaint with the Information Commissioners Office (ICO). You can find the contact details of the ICO by clicking [here](#).

## 9. Questions / complaints / comments / suspicion of data breach / company data

If you have any questions, comments or complaints about the protection of your personal data or you suspect that there is a data breach, please contact [info@easy4u.school](mailto:info@easy4u.school).

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## 10. Amendments and applicable law

CTS has the right to amend this privacy statement. We ensure that the most recent version is always available on our website. None of the provisions of this privacy statement is intended to create any obligation or agreement between CTS and you as a data subject. This privacy statement is governed by English law and you can bring related legal proceedings in the English courts. If you live in Scotland you can bring related legal proceedings in either the Scottish or the English courts. If you live in Northern Ireland you can bring related legal proceedings in either the Northern Irish or the English courts

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