

# CYBER SAFE ACADEMY — PRIVACY POLICY

**Last updated:** 28 January 2026

## 1. Introduction

Cyber Safe Academy (“we”, “us”, “our”) provides online-safety education programs to schools and educational institutions across the United Kingdom. We are committed to protecting the privacy and security of all users, including teachers, administrators, and students who access our platform.

This Privacy Policy explains how we collect, use, store, and protect personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

By using our services, you agree to the practices described in this Privacy

Policy. **2. Who We Are**

**Cyber Safe Academy** 114 Walton Road Woking England GU21 5DU

**Contact email:** cybersafeacademy@outlook.com **Data Controller:** Cyber Safe Academy (UK-based)

## 3. Personal Data We Collect

We collect only the minimum personal data required to deliver our educational services.

### 3.1 School & Staff Data

We may collect and process the following information from teachers and administrators:

- Full name
- Email address
- Role (teacher, administrator)
- Login credentials (username and password)
- School name and licence information

### 3.2 Student Data

We collect **minimal student information**, limited to:

- Full name

- Email address (if required for login)
- Login credentials (username and password)

We do **not** collect:

- Behavioural tracking data
- Sensitive personal data
- Social media information
- Location data
- Device data

#### **4. How We Use Personal Data**

We process personal data only for the following purposes:

- Providing access to our online-safety education platform
- Managing school licences and user accounts
- Delivering interactive lessons, quizzes, and educational content
- Providing technical support
- Ensuring platform security and preventing misuse
- Communicating with authorised school staff

We do **not** use personal data for advertising or marketing to students.

##### **4.1 Student Performance, Scores, and Progress Data**

As part of our educational services, Cyber Safe Academy collects limited performance data generated when students use our interactive learning games and activities.

This data may include:

- Game scores and quiz results
- Progress through lessons or modules
- Completion status and achievement indicators
- Streaks or milestones related to learning activities

##### **Purpose of collection**

This information is collected solely for educational purposes, including:

- Helping teachers and schools understand how students are engaging with learning content
- Allowing teachers to monitor progress and identify areas where students may need additional support
- Providing reports and insights to schools on overall student performance
- We do not use this data for advertising, profiling, or automated decision-making.
- Access to student performance data
- Student performance data is accessible only to:
  - Authorised teachers and school administrators associated with the student's school
  - Cyber Safe Academy staff where necessary for technical support and platform maintenance
- Students cannot view other students' data, and schools cannot access data belonging to other schools.

### **Legal basis for processing**

We process student performance and progress data under the following UK GDPR legal bases:

- Contractual necessity, where processing is required to deliver our educational services to schools
- Legitimate interests, to support learning outcomes, monitor educational progress, and improve educational delivery
- Where schools act as the data controller, Cyber Safe Academy processes this data strictly in accordance with the school's instructions.

### **Data retention**

Student performance and progress data is retained only for the duration of the school's active contract. Once a contract ends, all associated student data is permanently deleted in accordance with our data retention policy.

## **5. Legal Basis for Processing**

Under UK GDPR, we rely on the following legal bases:

### **5.1 Contractual Necessity**

To provide access to our platform and fulfil our agreement with schools. **5.2 Legitimate Interests**

To maintain platform security, improve our services, and support users.

### 5.3 Consent

Only where explicitly required (e.g., optional communications). Consent can be withdrawn at any time.

### 6. How We Store and Protect Data

All data is securely stored in **Google Firebase**, which provides:

- Encrypted data storage
- Secure authentication
- Access control
- Industry-standard security measures

We implement strict internal controls to ensure only authorised staff can access personal data.

### 7. Data Retention

We retain personal data **only for the duration of the school's contract**.

When a contract ends:

- All associated school, teacher, and student data is **permanently deleted** • Deleted data **cannot be recovered**
- Backups containing the data are overwritten in accordance with our deletion schedule

We do not retain personal data beyond the contract period.

### 8. Data Sharing

We do **not** sell or share personal data with third parties for marketing. We may share data only with:

- **Google Firebase** (our secure hosting provider)
- Essential service providers required to operate our platform (if applicable) All

third-party providers operate under GDPR-compliant Data Processing Agreements (DPAs). **9.**

### International Data Transfers

Google Firebase may process data in secure international locations. Where data is transferred outside the UK/EU, we ensure appropriate safeguards such as:

- Standard Contractual Clauses (SCCs)
- UK Addendum
- Adequacy decisions

These measures ensure your data remains protected.

## **10. Children's Data**

We collect only minimal data required for login and educational use. We do not profile, track, or market to children.

Schools act as the primary data controllers for student data. Cyber Safe Academy operates as a **data processor** on behalf of schools.

## **11. Your Data Protection Rights**

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion of their data
- Object to processing
- Request data portability
- Withdraw consent (where applicable)

To exercise these rights, contact: **cybersafeacademy@outlook.com**

We respond to all requests within statutory timeframes.

## **12. Data Breach Procedure**

In the event of a data breach, we will:

- Assess the severity
- Notify affected schools without undue delay
- Notify the Information Commissioner's Office (ICO) within 72 hours where required •

Take immediate steps to mitigate risk and prevent recurrence

## **13. Cookies**

Our website and platform **do not use cookies** or tracking

technologies. **14. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. Any changes will be posted on our website with an updated “Last Updated” date.

### **15. Contact Us**

For questions about this Privacy Policy or your data rights, contact:

**Email:** [cybersafeacademy@outlook.com](mailto:cybersafeacademy@outlook.com) **Address:** 114 Walton Road, Woking, England, GU21 5DU