

## Science Worksheets

### Privacy Policy

Welcome to [www.scienceworksheets.co.uk](http://www.scienceworksheets.co.uk). Data protection and data security when using our website are very important to us. We would therefore like to inform you which of your Personal Data we collect when you visit our website and for what purposes it is used.

#### WHO IS RESPONSIBLE?

The person responsible in the sense of the UK's Data Protection Act ("DPA") and the EU's General Data Protection Regulation ("GDPR") is Science Worksheets, Mark Scates (Sole Trader), Rainham, Essex, UK ("Science Worksheets", "we", "us", "our"). Please direct any questions you may have to [info@scienceworksheets.co.uk](mailto:info@scienceworksheets.co.uk) using "Data Protection" in the subject line.

#### PRINCIPLES OF DATA PROCESSING

##### *Personal data*

Personal data is any information relating to an identified or identifiable natural person. This includes, for example, information such as your name, age, address, telephone number, date of birth, e-mail address, IP address or user behaviour.

##### *Processing*

The processing of Personal Data (e.g. collection, retrieval, use, storage or transmission) always requires a legal basis.

##### *Legal basis*

In accordance with the DPA and the GDPR, we process Personal Data only where we have a lawful basis to do so. This may include: i) where you have given your consent, ii) where the data is necessary to take steps before entering into a contract or to perform a contract with you (such as providing access to digital worksheets), iii) where we are required to comply with a legal obligation, or iv) where processing is necessary for our legitimate interests, provided that your rights and interests are not overridden.

##### *Retention*

Processed Personal Data will be deleted as soon as the purpose of the processing has been achieved and there are no longer any legally required retention obligations.

Records relating to worksheet downloads are retained only for as long as necessary to fulfil contractual obligations, comply with legal and accounting requirements, and handle disputes or chargebacks, after which they are securely deleted or anonymised.

#### DATA WE COLLECT

##### *Provision and use of the website*

When you call up and use our website, we collect the Personal Data that your browser automatically transmits to our server. This is technically necessary for us to display our website and to ensure its stability and security. In this sense, we collect the following data: i) IP address of the requesting computer, ii) Date and time of access, iii) name and URL of the file accessed, iv) website from which the access was made (referrer URL), v) browser used and, if applicable, the operating system of your computer as well as the name of your access provider. The legal basis is our legitimate interest.

When you purchase and download worksheets from our website, we also record information about your use of our digital content. This includes which worksheet or mark scheme is downloaded, and the date and time of each download. This information is linked to your user account or purchase and is collected to provide access to the digital content, manage user accounts, prevent misuse of our services, handle customer support queries, and resolve payment, refund, or chargeback disputes. The legal basis for this processing is the performance of our contract with you and our legitimate interest in protecting our digital content and ensuring fair use of our services.

##### *Hosting*

We use the hosting services of [Hostinger](https://www.hostinger.com) for the purpose of hosting and displaying our website. Hostinger does so on the basis of processing on our behalf, and that also means that all data collected on our website and shop is processed on Hostinger's servers. The basis for processing is our legitimate interest and the initiation and/or fulfilment of a contract.

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### *Content Management System*

We use the open-source Content Management System (CMS) of [WordPress.org](https://WordPress.org) to publish and maintain the created and edited content and texts on our website. This means that all content, texts, and contact data submitted to us are transferred to and stored on our Hostinger servers. The legal basis for this processing is our legitimate interest.

### *WooCommerce*

To provide our checkout, we use the WooCommerce service developed and operated by [Automattic Inc.](https://Automattic.com). WooCommerce provides us with their online e-commerce platform through which we can offer our goods for sale to you. Both your inventory data and your usage data are stored on WooCommerce's servers. The legal basis for processing is our legitimate interest.

### *hCaptcha*

We also use [hCaptcha](https://hCaptcha.com) from Intuition Machines, Inc to check whether data input is made by a human being or by an automated program. For this purpose, hCaptcha analyzes the behavior of the website visitor on the basis of various characteristics. This analysis begins automatically as soon as the website visitor enters the website. The legal basis for using hCaptcha is our legitimate interest.

### *Fonts*

We have integrated Google Fonts by [Google](https://Google.com), and Font Awesome of [Fonticons Inc.](https://Fonticons.com) To enable the display of fonts, a connection to Font Awesome's and Google's server is established when our website is accessed. This enables Google and Fonticons to determine which website sent the request and to which IP address the display of the font is to be transmitted. The integration is based on our legitimate interest.

### *Cookies*

We use so-called cookies on our website. Cookies are pieces of information that are transmitted from our web server or third-party web servers to your web browser and stored there for later retrieval. Cookies may be small files or other types of information storage. As set out in the UK's Privacy and Electronic Communications Regulations ("PECR") and the EU's counterpart the Privacy and Electronic Communications Directive ("PECD"), we need to obtain consent for the use of non-essential cookies. For further information on the cookies we use, please refer to our Cookie Policy. The legal basis for processing is our legitimate interest and your consent.

### *Cookie consent*

Our website uses a cookie consent management tool to obtain your consent to the storage of cookies and to document this consent. When you enter our website, the following Personal Data is transferred to us: i) Your consent(s) or revocation of your consent(s); ii) Your IP address; iii) Information about your browser; iv) Information about your device; v) Time of your visit to our website. The basis for processing is our legitimate interest.

### *Contacting us*

We offer you the opportunity to contact us using various methods. We collect the data you submit, such as your name, email address, telephone number, and your message in order to process your enquiry and respond to you. The legal basis is both your consent and contract.

### *Contractual Services*

We process the Personal Data involved when you enter into a contract with us in order to be able to provide our contractual services, for example our tuition service. This includes in particular our support, correspondence with you, invoicing, and fulfilment of our contractual, accounting, and tax obligations. Accordingly, the data is processed on the basis of fulfilling our contractual obligations and our legal obligations. This also includes monitoring access to and downloads of purchased digital worksheets in order to provide the service correctly and to maintain records of digital content delivery.

### *When using our document access services*

When you are using our document access services you can provide a variety of data such as your name, post and email address when you create a profile and account. Doing so we process that data within the

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framework of the provision of our services and for the initiation and processing of the existing contractual relationship between you and us. Thus, we process your Personal Data and all information that is necessary in the context of fulfilling the services, exclusively for the purpose of processing and handling the contractual relationship.

### *Payment Data*

To make a purchase, you may need to provide a valid payment method (e.g., credit card). Your payment information will be collected and processed by our authorised payment vendors, Stripe, [PayPal](#), and [Stripe](#). We do not directly collect or store credit or debit card numbers ourselves in the ordinary course of processing transactions. The legal basis for the provision of a payment system is the establishment and implementation of the contract.

### *Administration, financial accounting, office organisation, contact management*

We process data in the context of administrative tasks as well as organisation of our business, and compliance with legal obligations, such as archiving. In this regard, we process the same data that we process in the course of providing our contractual services. The processing bases are our legal obligations and our legitimate interest.

## DATA SECURITY

We undertake to protect your privacy and to treat your Personal Data confidentially. In order to prevent manipulation, loss, or misuse of your data stored with us, we take extensive technical and organisational security precautions which are regularly reviewed and adapted to technological progress. These include, among other things, the use of recognised encryption procedures (SSL or TLS).<sup>[1]</sup><sub>SEP</sub>

However, we would like to point out that, due to the structure of the Internet, it is possible that the rules of data protection and the above-mentioned security measures are not observed by other persons or institutions that are not in our area of responsibility. We have no technical influence on this. It is the user's responsibility to protect the data he or she provides against misuse by encrypting it or in any other way.

## HOW WE MAY SHARE YOUR PERSONAL DATA

We may share your Personal Data with our business partners for the purposes described in this Privacy Policy, including (but not limited to) conducting the services you request, or customising our services to better meet your needs. We share your Personal Data only with business partners who agree to protect and use your Personal Data solely for the purposes specified by us.

We may also disclose your Personal Data for any purpose with your consent or for law enforcement, fraud prevention or other legal actions as required by law or regulation, or if we reasonably believe that we must protect us, our customers, or other business interests. Except as described above of which you will be informed in advance, we will not disclose your Personal Data.

We may also use download and access records internally to investigate suspected misuse of our digital content or breaches of our Terms of Service.

## INTERNATIONAL TRANSFERS

We may transfer your Personal Data to other companies as necessary for the purposes described in this Privacy Policy. In order to provide adequate protection for your Personal Data when it is transferred, we have contractual arrangements regarding such transfers. We take all reasonable technical and organisational measures to protect the Personal Data we transfer.

## MARKETING

Insofar as you have given us your separate consent to process your data for marketing and advertising purposes, we are entitled to contact you for these purposes via the communication channels you have given your consent to.

You may give us your consent in a number of ways including by selecting a box on a form where we seek your permission to send you marketing information, or sometimes your consent is implied from your interactions or contractual relationship with us. Where your consent is implied, it is on the basis

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that you would have a reasonable expectation of receiving a marketing communication based on your interactions or contractual relationship with us.

Direct Marketing generally takes the form of email but may also include other less traditional or emerging channels. These forms of contact will be managed by us, or by our contracted service providers. Every directly addressed marketing sent or made by us or on our behalf will include a means by which you may unsubscribe or opt out.

#### SOCIAL MEDIA

##### *General*

We are present on social media on the basis of our legitimate interest. If you contact or connect with us via social media, we and the relevant social media platform are jointly responsible for the processing of your data and enter into a so-called joint controller agreement. The Personal Data collected when contacting us is to handle your request, and the bases are both your consent and our legitimate interest.

##### *When you visit our profiles and interact with us and others*

When you visit our social media profiles, we, as the operator of the profile, process your actions and interactions with our profile (e.g., the content of your messages, enquiries, posts, or comments that you send to us or leave on our profile, or when you like or share our posts) as well as your publicly viewable profile data (e.g., your name and profile picture). Which Personal Data from your profile is publicly viewable depends on your profile settings, which you can adjust yourself in the settings of your social media account. The legal basis is our legitimate interest and your consent.

#### WHAT WE DO NOT DO

- We do not request Personal Data from minors and children;
- We do not use Automated decision-making including profiling; and
- We do not sell your Personal Data.

#### PRIVACY RIGHTS

Under the DPA and the GDPR, you can exercise the following rights:

- *Right to information*
- *Right to rectification*
- *Right to deletion*
- *Right to data portability*
- *Right of objection*
- *Right to withdraw consent*
- *Right to complain to a supervisory authority*
- *Right not to be subject to a decision based solely on automated processing.*

If you have any questions about the nature of the Personal Data we hold about you, or if you wish to exercise any of your rights, please contact me.

#### UPDATING YOUR INFORMATION AND WITHDRAWING YOUR CONSENT

If you believe that the information we hold about you is inaccurate or that we are no longer entitled to use it and want to request its rectification, deletion, or object to its processing or want to withdraw any consents you have given us, please contact us.

#### ACCESS REQUEST

In the event that you wish to make a Data Subject Access Request, you may inform us in writing of the same. We will respond to requests regarding access and correction as soon as reasonably possible. Should we not be able to respond to your request within thirty (30) days, we will tell you why and when we will be able to respond to your request. If we are unable to provide you with any Personal Data or to make a correction requested by you, we will tell you why.

#### COMPLAINT TO A SUPERVISORY AUTHORITY

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The supervisory authority for Data Protection in the UK is The Information Commissioner's Office (ICO) ([www.ico.org.uk](http://www.ico.org.uk)). However, we would appreciate the opportunity to address your concerns before you contact the ICO.

#### VALIDITY AND QUESTIONS

This Privacy Policy was last updated on Friday, 17th of January, 2025, and is the current and valid version. However, from time to time, changes or a revision to this policy may be necessary. If you have any questions about this policy or our data protection practices, please contact us at [info@scienceworksheets.co.uk](mailto:info@scienceworksheets.co.uk) using "Data Protection" in the subject line.