


Collins Children's Privacy Notice

Who are we?

We are **Collins** . We make books for learning and put learning materials online for you to use. We are a part of a big book business,  **HarperCollinsPublishers**. We also have some learning platforms that can be used with our books, online content and our website. Together, these things are called the **Online Services**.

What you need to know?

If you are under 13 years old, you need to check with the grown-up who looks after you that it is ok to use the **Online Services**. When you use the **Online Services**, we will hold some information about you. This is called **Personal Information** and includes things like your name, username and any other information that is personal to you, like your email address. If you don't like what we are doing with your **Personal Information** or don't want us to have it anymore, you can tell us to stop. If you want to do this or you want to ask us anything else, you can contact us, by emailing GDPR@harpercollins.co.uk or writing to HarperCollins Publishers, The News Building, 1 London Bridge Street, London, SE1 9GF.

What do we do?

Our main job is to provide books including books for learning and the **Online Services**. We only collect **Personal Information** when we need it to help us do our job, provide you with the **Online Services** and to follow the law. When you use the **Online Services**, your work is stored by us to track your learning journey. In some of these **Online Services**, You and your teacher can also see this and we can share these reports with you, your school or your parents or carer.

Your Personal Information

When you use the **Online Services**, your email address or your username is linked to a special number which matches to the website page you are using. The special number is matched to you, so only you can be identified by it.

The special number is used to do these things:

1. Track the progress you have made with the **Online Services** so if you log off, when you log back in, you will not lose your place on the platform;
2. Track when you logged in and how long you spent using the **Online Services**;

3. If you do a test when using the **Online Services**, the special number tracks your test information. We collect your progress and your teachers have access so they can see how you're getting along; and
4. If you are using our **Online Services** we also keep your name in our systems.

How do we use your Personal Information?

We collect your **Personal Information** for these reasons:

1. so that you can use the **Online Services**;
2. so that you and your teachers can see how well you are doing by comparing your work; and
3. so that we can assess how good the **Online Services** are and ensure they are working fast enough and well enough.

We may also collect some other information in the **Online Services**, but we will always make sure that your information is kept secret so that you aren't identified in the information.

Your rights

You are allowed to:

1. be told how we use your information;
2. ask to see the information we have about you;
3. ask us to change the information you think is wrong;
4. ask us to remove information when it's not needed anymore;
5. ask us to only use your information in certain ways;
6. ask us to move your information to someone else; and
7. tell us you don't want your information to be used anymore.

If you want to speak to someone else, or complain about how we use your **Personal Information**, you can call the people who are in charge of your **Personal Information**. These people work at the Information Commissioner's Office (**ICO**) whose website is <https://ico.org.uk/>.

Who do we share your Personal Information with?

There are other people who help us with our business and provide the **Online Services** to you. These people help us in the following ways:

1. they help us to run the **Online Services**;
2. they help us understand how the **Online Services** are being used; and
3. they help us improve what we do for you.

Sometimes, some of the information we collect will be put in a report to so that we can see which **Online Service** is popular and which **Online Service** is used the most. This information will never include **Personal Information**.

We may also share your **Personal Information** with law enforcement agencies if they ask us to do so.

The law

We collect your **Personal Information** because we need it to make the **Online Services** work. This means that using your **Personal Information** is "necessary for the purposes of our legitimate interests". This means that we are using the information for normal reasons so that we can make the **Online Services** work and for no other reason. It also means that we are not using your **Personal Information** in an unfair way and it doesn't change what your rights are to do with the law.

Do you have to give us your Personal Information?

We need to have your email address, login ID or your username so that you can use the **Online Services**.

How long will we keep your Personal Information?

We don't keep your **Personal Information** forever. We only keep it for as long as we need it to do work for the **Online Services**. You can always talk to us if you need more information about this. We do not use your email address to tell you about other things we do in our business.

Transfer of Personal Information

Sometimes the **Personal Information** we hold about you will be sent out around the world. This will only happen if another company in another country helps us to run the **Online Services**. We always make sure that we do what we are allowed to do by law to make sure that those companies we use in other countries will also keep your **Personal Information** as safe as possible.