



English and Media Centre, 44 Webber Street, London, SE1 8QW
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GDPR (2016 EU General Data Protection Regulations)

EMC ensures compliance with GDPR in the following ways:

Data used and held by the English and Media Centre

- Where a school has bought an EMC publication, subscription or attended a course, these publicly available school contact details are used to allow the fulfilment of contract.
- EMC uses the Education Company's Spirit database to store these details. The Education Company's privacy policy is available [here](#).
- Only personal contact details for teachers who have actively opted-in to news and marketing emails are held or used by the English and Media Centre.
- The service Mailchimp is used to contact schools and opted-in individuals via email. An unsubscribe option is available on all emails.
- Where a teacher opts out of news and marketing emails, details required for the fulfilment of contract will be held and used to ensure the fulfilment of that contract, for example to allow a teacher to access a subscription website.
- EMC's online Privacy Policy (attached) has been updated to clarify how information is held and how teachers/schools can access this data. The policy details how teachers/schools can request the removal of data held and the implications of doing this. The Privacy Policy is available [here](#).
- Where English and Media Centre is the supplier, no financial data is held on individuals or organisations, whether payment is made online or offline, by BACs, cheque or credit card.
- Stripe is used for the processing of payments made online and is offered as a payment method for invoiced orders. No financial information is stored in individual or school accounts on the English and Media Centre website.
- Xero is used for the processing of invoices.

Further details on EMC's use of third parties:

1. The Education Company Ltd, Deane Court, Sittingbourne, ME9 8LT
 - The English and Media Centre uses The Education Company Ltd to process and fulfil orders.
 - Lists provided by the Education Company are used to distribute the EMC annual publications catalogue publicly held school addresses. EMC and the Education Company Ltd ensure that any schools who have so requested are removed from these mailing lists.
 - The Education Company Ltd ensures compliance with all relevant laws and regulations relating to the collection, storage and use of it data. This includes, but is not limited to, the Data Protection Act 1998, the 2016 EU General Data Protection Regulations (GDPR) and guidance from the Information Commissioner's Office.
 - The Data Controller for the Education Company is Jason Gould
 - The Data Protection Act Registration No. for the Z4930758
 - The Education Company's privacy policy is available [here](#).
2. Stripe's privacy policy can be accessed [here](#).
3. Xero's privacy policy can be accessed [here](#).
4. Mailchimp's privacy policy can be accessed [here](#).