



Genee



[www.geneeworld.com](http://www.geneeworld.com)

# Privacy Policy

**PRIVACY, DATA PROTECTION AND COOKIES POLICY**

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## 1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

## 1. Responsibilities

1.1 The Data Protection Officer is responsible for ensuring that this notice is made available to data subjects prior to the school/client organisation collecting/processing their personal data.

1.2 All Employees/Staff of the school/client organisation who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

## 2. Privacy notice

### 2.1 Who are we?

Genee World are a UK based manufacturer of Interactive Technologies and have been trading since 2005. Genee World manufacture and support the Genee Registrar system, providing software and hardware revisions throughout the lifecycle of the product.

We have now extended our sign in solution beyond education, serving customers in the private and public sectors as well as local government.

Genee World Registrar speeds up the sign in process, keeps identity information secure, and leaves schools feeling confident that their students and staff are safe.

Our Data Protection Officer and data protection representatives can be contacted directly here:

- [support@geneeworld.com](mailto:support@geneeworld.com)
- 01902 390878



# Privacy, Data Protection And Cookies Policy

The personal data we would like to process on your behalf is:

Personal data type:	Source (where Genee World Ltd obtained the personal data from).
<b>Staff</b>	
First name	Provided by School and extracted from the Genee World System.
Surname	
Time Signed In & Out	
<b>Visitors</b>	
First name	Provided by School and extracted from the Genee World System.
Surname	
Company	
Photograph	
Vehicle registration	
Name of host/person visiting	
Time signed IN & OUT	
<b>Students</b>	
First Name	Provided by School and extracted from the Genee World System.
Surname	
Year Group	
House/Reg Group	
Time signed in (Late)	
Time Signed out (Early)	
MIS ID	
Session Mark	
<b>Support and Fault Resolution</b>	
<p>This is dependent on the issue identified and the work required to resolve the issue. It may require support to copy the whole database. Before removing data in any form, we will seek your additional consent to do so, either verbally or written, and take all steps to minimise its collection. This data is subject to a stringent internal policy and procedure ensuring that ownership and security of the data is recorded and maintained throughout the process. By design your Genee World system offers the ability to collect special category personal data in the form of biometric data (facial recognition/finger print recognition). If during the process of fault resolution, we are required to download the database from your system, we will treat it in accordance with the process described above and in line with our data sharing agreement. Should you so decide, you have the ability to add customised data fields that may include the collection of special category personal data. As the data controller, this is your decision and you should be aware that this will be shared with us. We will treat it in accordance with the above process and in line with our data sharing agreement.</p>	
<b>Marketing</b>	
First name	This information will be requested from the customers on a consent basis.
Surname	
Job Title	
Email	
Mobile	
Landline	
Postcode	



# Privacy, Data Protection And Cookies Policy

The personal data we collect, depending on the role, will be used for the following purposes:

- Attendance
- Registration
- Emergency Evacuation
- Badge Production
- Support and fault resolution
- Marketing

Our legal basis for processing for the personal data: Article 6(1b)

- Processing is necessary for the performance of a contract to which the organisation has agreed
- Section 537A of the Education Act 1996 – requires schools to maintain attendance records:
- The Regulatory Reform (Fire Safety) Order 2005 England and Wales - Requires an emergency evacuation plan that includes ensuring all those on site are safe accounted for.

## 2.2 Consent

The data controller is consenting to this privacy notice through the lawful processing condition of performance of a contract, upon the purchase of any of the following licenses; Genee World Cloud, maintenance or integration. You are giving Genee World Ltd permission to process the personal data supplied specifically for the purposes identified. In doing so, Genee World Ltd must assume that the data has been collected under the terms identified in Article 6 'Lawfulness of processing' of the General Data Protection Regulation.

Where consent is required for Genee World Ltd to process both types of personal data, it must be explicitly given. Where we are asking you for special category personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by contacting the Data Protection Officer at Genee World using the contact details above.

## 2.3 Disclosure

Genee World Ltd will not release the information to any third party unless the request is subject to legal obligation without obtaining the express written authority of the partner who provided the information.

## 2.4 Retention period

Your Genee World system will process personal data for the following periods;

- Primary pupils – In line with the school/organisations data retention policy;
- Secondary pupils – In line with the school/organisations data retention policy;
- Staff – In line with the school/organisations data retention policy;
- Visitors – In line with the school/organisations data retention policy
- Marketing – Until consent is withdrawn



# Privacy, Data Protection And Cookies Policy

Genee World Cloud Evacuation system

- Staff/Primary pupil/Secondary pupil/visitors – Until 23:59:59 on day of attendance at site

For more information on storage and processing security, please contact Genee World Ltd using the details above.

## 2.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Organisation Name refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 2.6 below.

All of the above requests will be dealt with in line Genee World Ltd's Subject Access Procedure and will shared with the customer should a request come from directly a subject.

## 2.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Genee World Ltd or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and schools/organisation's data protection representatives.

The details for each of these contacts are:

	Genee World Data Protection Officer contact details	ICO contact details
Contact Name	Genee World LTD	Information Commissioners Office
Address Line 1	Libra House	Wycliffe House
Address Line 2	2 Upper Zoar Street	Water Lane
City	Wolverhampton	Cheshire
Postcode	WV3 0LA	SK9 5A
Email	enquires@geneeworld.com	registration@ico.org.uk
Telephone	01902 390878	0303 123 1113

## Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

Signature: 

Date: 13/07/2018





**Contact Us**

**Tel:** 01902 390878

**Email:** [enquiries@geneeworld.com](mailto:enquiries@geneeworld.com)

**Address:** Libra House, 2 Upper Zoar Street, Wolverhampton, England, WV3 0LA

**Website:** [www.geneeworld.com](http://www.geneeworld.com)

