



## Security and Privacy Policy

### Security

- All data transmitted by you is held securely in our data centres within the European Union.
- The Web Management Suite uses industry standard encryption.
- All email transfers use industry standard encryption. PDFs sent by email can only be read using a PIN code when you protect your app with a code.
- Website encryption is performed using a Globalsign secure certificate. More details at [www.globalsign.com/repository/](http://www.globalsign.com/repository/)
- To avoid unauthorised access, the App can be locked with a user-defined PIN code.
- The App can be remotely deactivated should a device be lost or stolen.

### Privacy

- During normal use of the App, evidence photos and attainment data is transmitted from the app to our secure data centres.
- This data is available on the Web Management Suite only to users within the school or setting with the appropriate password.
- The data stored in our data centres is used for no other purpose than to provide the services available in the App and associated website ([www.2buildaprofile.com](http://www.2buildaprofile.com)).
- CRB-Checked 2Simple staff may access your online account to assist with support queries. This permission can be switched off in the settings area on the Web Management Suite.
- All staff using the App should be subject to their organisation's policy on "Acceptable use of Electronic Communications". An example policy is available on request.
- Children featured on evidence photos should be subject to the organisation's standard "Parental Permission for Photos" policy. An example policy is available on request.

### Data Protection

Under the terms of the Data Protection Act 1988:

- The organisation using the App is the **Data Controller**
- 2Simple and its service providers are **Data Processors**

2Simple complies with its responsibilities as Data Processor under the Seventh Principle of the Data Protection Act. See our [Terms and Conditions](#) for more details. It is the Organisation's responsibility as Data Controller to be registered under the Data Protection Act.