Privacy Policy

Class Attendance Tracker (CAT) QR App is free of charge. You are not obligated to use our App. By using our App, you agree to the terms of this Privacy Policy.

Introduction

Welcome to our App, Class Attendance Tracker (CAT) QR, a comprehensive solution for recording and tracking attendance.

We are passionate about protecting your privacy and strive to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA).

This policy explains how we use your personal data. We want to help you understand how we work with your data, so that you can make informed choices and be in control of your information.

We invite you to spend a few moments understanding this policy. We may update this policy from time to time and, if we make any material changes, we will notify you when we do so. By continuing to use our products and services after the changes have been made and we have notified you of them, the way we use your personal data will be subject to the terms of the updated policy.

This policy explains how we use your personal data for our products and services. It also governs the use of your data through our App, or any of our websites (and any reference to our App in this policy shall also include a reference to our websites).

This policy covers:

- Who we are (page 2)

- What personal data we hold (page 3)

- What we use your personal data for (page 4)

- Sharing your personal data (page 5)

- Data storage, security and transfers (page 6)

- Your rights (page 7)

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Who we are

This App is published by Shinetech Europe Limited, 8 Devonshire Square, London EC2M 4YF which is registered in England and Wales (Company number 07141834). When this policy talks about "we", "our" and "us", it means Shinetech Europe Limited.

We are an industry award winning Microsoft Gold Certified Partner and have been registered with the UK Information Commissioner's Office (ICO) since November 2011.

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What personal data we hold

We use the following categories of personal data.

Personal data

When you **Create an Account** on our App, you provide us with just 4 fields of information about yourself:

1. **Your First Name**
2. **Your Last Name**
3. **Your E-mail Address**
4. **Your Password**

Other data

When you use our App "Scan QR Code" feature, we store:

1. **The Decoded QR Code**
2. **The Timestamp of your scan**

Deleting your account and data

If you created an account on our App and wish to delete it, you can delete your account and all your App data permanently any time by Signing into our App, go to the Settings > My Account page and click on "**Delete your account**" and re-enter your Password to confirm your account deletion.

To delete your other data, on our App swipe left on your scan history to reveal a trash icon and click it to delete the record.

If your organiser (event host, charity, employer, university, etc.) asked you to use our App and asks you for other data, then your organiser is the **Data Controller** of your data under the General Data Protection Regulation (GDPR) and Data Protection Act (DPA). If your organiser asked you to create a profile that is linked to our App and you followed your organiser's instructions then your organiser is responsible for handling your data requests and answering your questions.

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What we use your personal data for

The purposes for which we use your personal data and the legal grounds on which we do so are as follows:

- We obtain and use your personal details in order to establish and deliver our products and services.

- We may use strictly anonymised information to improve our products and services.

- We may use your email address to contact you with occasional updates and marketing messages where you have not opted out, based on our legitimate interest in marketing our services to you and subject to your right to opt out at any time.

- If your organiser (event host, charity, employer, university, etc.) has asked you to use our App and asks you for other data, then your organiser is responsible for providing you with their instructions and privacy policy. We are not responsible for the actions of your organisers.

- When you register your attendance via our App "Scan QR Code" feature for a class event created by an organiser, you are giving your consent for the organiser to receive your information, for instance, your profile user identifier email address and the timestamp of your scan of the class event.

- Where necessary, we may need to share personal details for the purposes of account maintenance, fraud prevention and detection.

- Based on our legitimate interest in managing and planning our business, we may analyse data about your use of our products and services to, for example, troubleshoot bugs within our App, forecast demand of service and to understand other trends in use, including which features users use the most and find most helpful, and what features users require from us. This does not involve making any decisions about you - it is only about improving our App so that we can deliver better services to you. Strict confidentiality and data security provisions will apply at all times.

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Sharing your personal data with others

- We may preserve or disclose information about you to comply with a law, regulation, legal process, or governmental request; to assert legal rights or defend against legal claims; or to prevent, detect, or investigate illegal activity, fraud, abuse, violations of our terms, or threats to the security of our services or the physical safety of any person.

- If your organiser (event host, charity, employer, university, etc.) has asked you to use our App and asks you for other data, then your organiser is responsible for providing you with their instructions and privacy policy. We are not responsible for the actions of your organisers.

- When you register your attendance via our App "Scan QR Code" feature for a class event created by an organiser, you are giving your consent for the organiser to receive your information, for instance, your profile user identifier email address and the timestamp of your scan of the class event.

- We may share with our commercial partners aggregated data that does not personally identify you, but which shows general trends, for example, the number of users of our products and service.

Except as described above, we will never share your personal data with any other party without your consent.

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Data storage, security and transfers

We store all your personal data on secure Microsoft Azure Data Centre servers located in the UK. Where you have chosen a password or profile user identifier email address that enables you to access our products, you are responsible for keeping this information up-to-date and confidential.

We ask you not to share your sign in information with anyone.

We encrypt data transmitted to and from our products. Once we have received your data, we will use strict procedures and security features to try to prevent unauthorised access.

If your organiser (event host, charity, employer, university, etc.) has asked you to use our App and asks you for other data, then your organiser is responsible for providing you with their instructions and privacy policy. We are not responsible for the actions of your organisers.

When you register your attendance via our App "Scan QR Code" feature for a class event created by an organiser, you are giving your consent for the organiser to receive your information, for instance, your profile user identifier email address and the timestamp of your scan of the class event.

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

You are solely responsible for the QR codes that you scan. It is your responsibility to ensure that any links in the QR codes that you scan are safe. You are responsible for any third-party Personal Data that you obtain, publish or share through our products and services.

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Your rights

You have specific rights under the General Data Protection Regulation (GDPR) and Data Protection Act (DPA) to:

- Wherever we process data based on your consent, withdraw that consent at any time. If you created an account on our App and wish to delete it, you can delete your account and all your App data permanently any time by Signing into our App, go to the Settings > My Account page and click on "**Delete your account**" and re-enter your Password to confirm your account deletion.

- Understand and request a copy of information we hold about you;

- Ask us to rectify or erase information we hold about you; If your organiser (event host, charity, employer, university, etc.) has asked you to use our App and asks you for other data, then your organiser is responsible for providing you with their instructions and privacy policy. We are not responsible for the actions of your organisers.

- Ask for your data to be provided on a portable basis.

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Contact us

If you have any questions about how we process your data, please don't hesitate to get in touch by contacting our Data Protection Officer by email dpo@catqr.com.

Check your Junk/Spam email box if you cannot find your Activation e-mail in your Inbox. If you are not receiving our App system e-mails then you need to contact your organiser or email provider to whitelist or add no-reply@classattendancetracker.com to your safe senders list.

If you have been asked to use our App by your organiser (event host, charity, employer, university, etc.) then it is the **sole responsibility of your organiser to support you**.