

Atomwide Ltd, trading as AdEPT Education, is part of the AdEPT Group. We are based at Unit 2-3, Ravensquay Business Centre, Cray Avenue, Orpington, Kent, BR5 4BQ.

We may process “personal data” and/or “special category” data, (as defined in UK data protection legislation), as part of our contracted services and/or in our own administration. This applies where we are the Data Controller (i.e. responsible for our own data) or where we are the Data Processor or Sub-processor when we may process data on instructions from a Public Authority (direct as a “client”) and/or clients themselves, who in turn may act as an intermediary.

Data may be shared with third parties as part of our contracted services, for our own administrative services and/or if we are required to do so by UK law. We cannot accept liability for any processing by a third party conducted outside our remit.

Data may be held in physical and/or electronic format. We utilise cloud-based services as well as storing data on our own local servers and third party server space. We may, therefore, transfer data to countries within the European Economic Area (EEA) but do not knowingly transfer data worldwide on a regular basis. For our company data, we hold data as long as they are pertinent to the reasons for collection and processing, and/or as may be required by statute. Where appropriate we may hold data on instruction from a data controller. Once no longer required data are destroyed by secure means.

As required by UK law, we have conducted a cookie audit on our websites. We may utilise cookies for analytical purposes or for accessibility to our services.

None of the above affects your rights under the legislation. You have the right to request a copy of any personal data we may hold on you. Such requests must be made in writing – email is acceptable to the company.

If you are dissatisfied with the response from us and/or anything in this privacy notice, you have the right to make a complaint to the Information Commissioners Office (ICO) direct: <https://ico.org.uk/>, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Use of Google APIs

We use Google’s application programming interfaces (APIs) to allow Google accounts to authenticate into the AdEPT Nimbus website and to authorise the syncing of data with school Google Workspace for Education platforms using the Nimbus Sync tool.

The AdEPT Nimbus domain is <https://nimbus.adept.education>

Our use of information received from Google APIs adheres to Google APIs Terms of Service <https://developers.google.com/terms>

The information collected and used with these API services may include confidential data (e.g. login credentials). We are fully transparent with the data that is collected, and users have the ability to choose to not share specific data with us. Only data that is necessary is collected.

Users can choose not to share certain scopes of data with us, which would reduce the functionality available to them. For example, if a user chooses to not share Google Classroom scopes, we will be unable to manage Google Classrooms.

# Privacy Notice



The data scopes requested for authentication into the AdEPT Nimbus website are:

**Basic account info** – ‘See your personal info, including any personal info you've made publicly available. See your primary Google Account email address’

The name and email address are requested to create an identity on our systems, and then forms part of the identity once it's created.

The data scopes below are asked for when setting up Nimbus Sync application:

**AdminDirectoryUser** – ‘View and manage the provisioning of users on your domain.’

This is needed to create, edit and suspend users when their record is updated in the school's MIS.

**AdminDirectoryDomainReadonly**, - ‘View domains related to your customers.’

When we create users, we need to create them an email address. We read the domains as we ask which domain to use for staff email addresses and which for students.

**AdminDirectoryGroup**, - ‘View and manage the provisioning of groups on your domain.’

We give schools the option to have groups automatically created and managed based on their school's MIS data. For example, a group for each school class.

**AdminDirectoryOrgunit**, - ‘View and manage organization units on your domain.’

We need to view the OU as we ask them where in the existing structure users should be created and we create nested OUs when we create users. For example, school staff are placed in a staff OU.

**ClassroomCourses** - ‘Manage your Google Classroom classes.’

We give the option to create and manage classrooms automatically based on MIS data that is imported.

**ClassroomRosters** - ‘Manage your Google Classroom class rosters.’

We populate these classrooms with teachers and students, and remove users when they leave school.

**ClassroomProfileEmails** ‘View the email addresses of people in your classes.’

The email addresses are used for account matching purposes.

## Sharing user data

Your Google data is not shared with any other party except if we are required to do so by UK law.

## Storing user data

For authentication and identity purposes we store Google user names and email addresses. We do not store any Google data for Nimbus Sync. Nimbus Sync is a one way sync to Google Workspace