



# Website terms and conditions, Privacy and Cookie notice.

## Who we are

We are Jigsaw Learning Ltd, registered in England and Wales, registration number 05280229. Registered office address: 3 St John Street, Beverley, East Yorkshire, HU17 8HT. VAT registration number: GB 895 5423 81

## Terms of use of website

### 1. LIMITATION OF LIABILITY

The information held on our website is for general purposes and guidance only and we take no responsibility for decisions to act or failures to act based on information contained on this website. If you would like specific guidance relating to your own situation, please contact us.

Except as required by law, we shall not be liable for any direct, indirect or consequential loss, damage or expense of any kind whatsoever including but not limited to loss of production, profits or contracts or losses consequent upon loss or corruption of data as a result of access or failure of access to or use of this website or the downloading of any materials from it.

### 2. LINKS TO OTHER WEBSITES

We take no responsibility for the content or operation of third party websites that you may access following links from this website. We strongly advise that you read the privacy policy and terms and conditions relating to any third party websites that you visit.

If you would like to link to our website you should apply to us for permission first. We do not allow any third party links to our website without permission.



### 3. ACCURACY OF INFORMATION ON THIS WEBSITE

While we have taken every care to ensure the accuracy of information on our website, there may be occasional errors for which we apologise and we draw your attention to our limitation of liability clause above.

### 4. NO OFFERS OR ADVICE

Nothing on this website shall be construed as an offer or the basis for a contract between us and you or any other party

Information on this website is provided for information purposes only, you should not rely on it to make any decision without either taking professional advice or verifying the accuracy of the information provided.

### 5. COPYRIGHT

The materials on our website are owned by us and we reserve copyright and all other rights in them. Our name and any image or logo we use to identify ourselves are our trade marks and may not be reproduced without our permission in writing.

You may download, print and store information from this website while acknowledging our copyright in it.

### 6. CHOICE OF LAW

Our website and these terms and conditions shall be governed by English law and subject to the exclusive jurisdiction of the English Courts.

Terms and conditions and privacy policy wording supplied by Data Protection Consulting Limited. Copyright 2007-2021.



## Website privacy notice

### Who we are

We are Jigsaw Learning Limited of 3 St John Street, Beverley, East Yorkshire, in the UK.

### Website visitors

Our cookie notice sets out how we obtain and use personal data relating to website visitors.

### Our professional contacts

This notice explains how we use the personal data of team members on collaborative projects.

### Purposes and lawful grounds of personal data processing

When we agree to develop training material for a collaborative project with a client we use personal data relating to team members to enable communications about the development and approval of the training programmes including sourcing technical content, seeking peer review and approval of content and presentation and complying with publication rights.

All of this processing is necessary in our legitimate business interests in fulfilling our contract with the client.

### The personal data we hold

To communicate with team members we need to keep a record of individuals' names and contact details (particularly their email address), job title, name of their employer, preferred contact information for example Zoom, skype, teams etc. As part of the project we will obtain and keep comments made by team members on documents, such as storyboards and draft training content. Where we are using technical references, articles and opinions, these are also retained as part of the records of developing the programme.

Most of the personal data we hold is provided direct to us by you as a team member or you may be introduced by your employer or a third party agency. By participating in a project and contributing to the development of a training programme we have your implicit consent to the data processing described.



### **When we share personal data**

Our client and other members of the team will have access to your contact details, comments and opinions during the project. Occasionally we may ask you for a testimonial for prospective clients but we would seek your specific consent at the time. We may also disclose personal data as required to meet legal obligations.

### **International transfers of data**

Many of our projects involve collaboration with team members located in different parts of the world. Your participation in a project may involve worldwide transfer of personal data (as described above "The personal data we hold"). Your participation in projects implies your consent to such transfers in the routine course of business as part of your job.

### **How long we keep data**

The personal data we hold is retained for a period of up to 70 years as a record of the development of the training programme commissioned by the client. Many training programmes remain in use for very long periods of time with only occasional updates and our records ensure consistency and continuity for our clients.

### **Your data protection rights**

You have the right to ask for a copy of the personal data we hold that relates to you. If you think that information about you which we hold is incorrect or misleading you have the right to have the information corrected provided you can demonstrate that it is incorrect. You can also request the erasure of personal data relating to you in certain circumstances, where we do not require it to meet a legal obligation. You can also request or restriction of processing so that your records are maintained beyond our usual retention period. You have the right to object to processing on the grounds that it causes you damage or distress and the right to take away a copy of your personal data in electronic format in certain circumstances. We do not make any automated decisions based on the personal data we hold.

If you are unhappy about the way we use your personal data or the way in which we respond to your request to exercise your data protection rights, you can contact us at [hello@jigsawlearning.co.uk](mailto:hello@jigsawlearning.co.uk) but you also have the right to lodge a complaint with a supervisory authority, the Information Commissioner at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.



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## COOKIE POLICY

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### BACKGROUND:

This website <https://www.jigsawlearning.co.uk/demo/moodle/> (“Our Site”) uses Cookies and similar technologies in order to distinguish you from other users. By using Cookies, We are able to provide you with a better experience and to improve Our Site by better understanding how you use it. Please read this Cookie Policy carefully and ensure that you understand it. Your acceptance of Our Cookie Policy is deemed to occur when you press the “Got it!” button on Our Cookie If you do not agree to Our Cookie Policy, please stop using Our Site immediately.

### 1. Definitions and Interpretation

1.1 In this Cookie Policy, unless the context otherwise requires, the following expressions have the following meanings:

|                 |  |
|-----------------|--|
| “Cookie”        | means a small file placed on your computer or device by Our Site when you visit certain parts of Our Site and/or when you use certain features of Our Site;  |
| “Cookie Law”    | means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003 [and of EU Regulation 2016/679 General Data Protection Regulation (“GDPR”)];   |
| “personal data” | means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data, as defined by [the Data Protection Act 1998] OR [EU Regulation 2016/679 General Data Protection Regulation (“GDPR”)]; and |
| “We/Us/Our”     | means Jigsaw Learning Limited, a limited company registered in England under company number 5280229, whose registered address is 3 St John Street, Beverley, East Yorkshire HU17 8HT.  |

### 2. Information About Us

2.1 Our Site is owned and operated by Jigsaw Learning Limited, a limited company registered in England under company number 5280229, whose registered address is 3 St John Street, Beverley, East Yorkshire, HU17 8HT.



- 2.2 Our VAT number is 895 5423 81.
- 2.3 Our Data Protection Officer is Mark Timmans, and can be contacted by email at [hello@jigsawlearning.co.uk](mailto:hello@jigsawlearning.co.uk).

### 3. How Does Our Site Use Cookies?

3.1 Our Site may place and access certain first party Cookies on your computer or device. First party Cookies are those placed directly by Us and are used only by Us. We use Cookies to facilitate and improve your experience of Our Site and to provide and improve Our Services. We have carefully chosen these Cookies and have taken steps to ensure that your privacy and personal data is protected and respected at all times.

3.2 By using Our Site, you may also receive certain third party Cookies on your computer or device. Third party Cookies are those placed by websites, services, and/or parties other than Us. Third party Cookies are used on Our Site for anonymous analytical purposes. For more details, please refer to section 4 below.

3.3 All Cookies used by and on Our Site are used in accordance with current Cookie Law. We may use some or all of the following types of Cookie:

#### 3.3.1 Strictly Necessary Cookies

A Cookie falls into this category if it is essential to the operation of Our Site, supporting functions such as logging in, your shopping basket, and payment transactions.

#### 3.3.2 Analytics Cookies

It is important for Us to understand how you use Our Site, for example, how efficiently you are able to navigate around it, and what features you use. Analytics Cookies enable us to gather this information, helping Us to improve Our Site and your experience of it.

#### 3.3.3 Functionality Cookies

Functionality Cookies enable Us to provide additional functions to you on Our Site such as personalisation and remembering your saved preferences. Some functionality Cookies may also be strictly necessary Cookies, but not all necessarily fall into that category.

#### 3.3.4 Targeting Cookies

It is important for Us to know when and how often you visit Our Site, and which parts of it you have used (including which pages you have visited and which links you have visited). As with analytics Cookies, this information helps us to better understand you and, in turn, to make Our Site and advertising more relevant to your interests. [Some information gathered by targeting Cookies may also be shared with third parties.]

#### 3.3.5 Third Party Cookies



Third party Cookies are not placed by Us; instead, they are placed by third parties that provide services to Us and/or to you. Third party Cookies may be used by advertising services to serve up tailored advertising to you on Our Site, or by third parties providing analytics services to Us (these Cookies will work in the same way as analytics Cookies described above).

**3.3.6 Persistent Cookies**

Any of the above types of Cookie may be a persistent Cookie. Persistent Cookies are those which remain on your computer or device for a predetermined period and are activated each time you visit Our Site.

**3.3.7 Session Cookies**

Any of the above types of Cookie may be a session Cookie. Session Cookies are temporary and only remain on your computer or device from the point at which you visit Our Site until you close your browser. Session Cookies are deleted when you close your browser.

- 3.4** Cookies on Our Site are not permanent and will expire.
- 3.5** For more details of the personal data that We collect and use, the measures we have in place to protect personal data, your legal rights, and our legal obligations, please refer to our Privacy Policy.
- 3.6** For more specific details of the Cookies that We use, please refer to the table below.

**4. What Cookies Does Our Site Use?**

**4.1** The following first party Cookies may be placed on your computer or device:

| Name of Cookie | Purpose & Type  | Strictly Necessary |
|----------------|---|--------------------|
| MoodleSession  | You must allow this cookie into your browser to provide continuity and maintain your login from page to page. When you log out or close the browser this cookie is destroyed (in your browser and on the server)  | Yes                |
| MOODLEID       | It just remembers your username within the browser. This means when you return to this site the username field on the login page will be already filled out for you. It is safe to refuse this cookie - you will just have to retype your username every time you log in. | No                 |

**4.2** The following third party Cookies may be placed on your computer or device:



| Name of Cookie | Purpose & Type | Provider | Strictly Necessary |
|----------------|----------------|----------|--------------------|
|----------------|----------------|----------|--------------------|

- 4.3 Our Site uses analytics services provided by Google Analytics. Website analytics refers to a set of tools used to collect and analyse anonymous usage information, enabling Us to better understand how Our Site is used. This, in turn, enables Us to improve Our Site and the services offered through it. You do not have to allow Us to use these Cookies, however whilst Our use of them does not pose any risk to your privacy or your safe use of Our Site, it does enable Us to continually improve Our Site, making it a better and more useful experience for you.
- 4.4 The analytics service(s) used by Our Site use(s) analytics Cookies to gather the required information.
- 4.5 The analytics service(s) used by Our Site use(s) the following analytics Cookies:

| Name of Cookie | Purpose & Type   | Provider         | Strictly Necessary |
|----------------|--|------------------|--------------------|
| analytics.js   | Distinguish unique users<br>Throttle the request rate  | Google Analytics | No                 |
| ga.js          | Determine which domain to measure<br>Distinguish unique users<br>Throttle the request rate<br>Remember the number and time of previous visits<br>Remember traffic source information<br>Determine the start and end of a session<br>Remember the value of visitor-level custom variables | Google Analytics | No                 |

## 5. Consent and Control

- 5.1 Before Cookies are placed on your computer or device, you will be shown a footer banner and button requesting your consent to set those Cookies. By giving your consent to the placing of Cookies you are enabling Us to provide the best possible experience and service to you. You may, if you wish, deny consent to the placing of Cookies unless those Cookies are strictly necessary;



however certain features of Our Site may not function fully or as intended.

- 5.2** In addition to the controls that We provide, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all Cookies or only third party Cookies. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.
- 5.3** The links below provide instructions on how to control Cookies in all mainstream browsers:
- 5.3.1 Google Chrome: <https://support.google.com/chrome/answer/95647?hl=en-GB>
  - 5.3.2 Microsoft Internet Explorer: <https://support.microsoft.com/en-us/kb/278835>
  - 5.3.3 Microsoft Edge: <https://support.microsoft.com/en-gb/products/microsoft-edge> (Please note that there are no specific instructions at this time, but Microsoft support will be able to assist)
  - 5.3.4 Safari (macOS): [https://support.apple.com/kb/PH21411?viewlocale=en\\_GB&locale=en\\_GB](https://support.apple.com/kb/PH21411?viewlocale=en_GB&locale=en_GB)
  - 5.3.5 Safari (iOS): <https://support.apple.com/en-gb/HT201265>
  - 5.3.6 Mozilla Firefox: <https://support.mozilla.org/en-US/kb/enable-and-disable-Cookies-website-preferences>
  - 5.3.7 Android: <https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DAndroid&hl=en> (Please refer to your device's documentation for manufacturers' own browsers)

## 6. Changes to this Cookie Policy

- 6.1** We may alter this Cookie Policy at any time. [If We do so, details of the changes will be highlighted at the top of this page.] Any such changes will become binding on you on your first use of Our Site after the changes have been made. You are therefore advised to check this page from time to time.
- 6.2** In the event of any conflict between the current version of this Cookie Policy and any previous version(s), the provisions current and in effect shall prevail unless it is expressly stated otherwise.

## 7. Further Information

- 7.1** If you would like to know more about how We use Cookies, please contact Us at [hello@jigsawlearning.co.uk](mailto:hello@jigsawlearning.co.uk).