



## **Personal Data & Privacy Policy**

Bricks for Autism are committed to protecting your privacy in accordance with the Data Protection Act. If you have any questions or complaints about how we use your personal data, please contact us at [info@bricks-for-autism.co.uk](mailto:info@bricks-for-autism.co.uk).

### **How do we collect information?**

- When you interact with us. We collect personal information from you when you submit a booking form, register with our website, make a payment or otherwise provide us with personal information whether online, on the phone, at a training day or other event or via post.

### **What information do we collect?**

The types of information we collect include your name, phone number, full postal address, email and job title/profession.

### **How do we use this information?**

We will use your personal information to provide you with the services, products or information you have requested, for

administration purposes, such as correspondence and invoicing for attending a training course, and if you consent for this, to let you know about news, events, information and training days that we think might interest you.

We may sometimes use your data for the purposes of analysis, based on the information you have provided to Bricks for Autism. For example, we may analyse the different types of professionals attending our training days.

### **We will not share your personal data**

Bricks for Autism will not pass your personal data to any third party without your express permission, or unless required to do so by law. We may need to share your information with our contracted service providers such as data, digital or IT service agents to help us to meet our organisational aims and to ensure our records are kept up to date.

### **Marketing**

We only use your personal information for direct marketing purposes if we have your consent (for electronic communications) and/or where we already have an existing relationship with you (for postal or telephone communications). If you no longer want to hear from us, please let us know by emailing [info@bricks-for-autism.co.uk](mailto:info@bricks-for-autism.co.uk) .

### **How do we protect personal information?**

All personal data is kept secure, accurate and up to date and kept only for so long as is necessary.

## **Your consent**

By providing us with your personal data, you consent to the collection and use of any information you provide in accordance with the above purposes and this privacy statement.

## **Withdrawing consent**

You can change or withdraw your consent for us to hold or use your personal data for the purposes set out above by emailing [info@bricks-for-autism.co.uk](mailto:info@bricks-for-autism.co.uk) . We try to ensure that any changes to your personal data are enacted as soon as the request is processed, which is usually within one working week. Please note, that withdrawal of consent will not stop us from sending you administrative communications where necessary (for example to deliver you information about a purchase or training day you are attending).

## **Right of access**

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your personal details corrected. You can also request that we remove your records from our database or ask us to stop using your data for a specific purpose. We will aim to acknowledge receipt of all such requests within one working week and fully respond within four weeks. You can exercise any or all of these rights by emailing [info@bricks-for-autism.co.uk](mailto:info@bricks-for-autism.co.uk).

## **Changes to personal details**

If your personal details change, please help us to keep your information up to date by notifying us by emailing [info@bricks-for-autism.co.uk](mailto:info@bricks-for-autism.co.uk) .

We reserve the right to amend this privacy statement so please check back occasionally. If we do make amendments, we will post notice of the change on our website.

## **Cookies**

Some services on our website depend on cookies. A cookie is a small text file on your computer's hard drive, that allows your choices and information to be remembered between one page and the next. For example, they allow websites to recognise that you have already given a username and password so you don't need to sign in to every page, they remember what is in your shopping basket until you reach the checkout, and allow site owners to understand the patterns of behaviour of users on the site (e.g. which pages are visited the most) so they can improve the website.

Cookies do not allow us to "secretly" collect personal data about you. However, cookies may be used to enable our website to handle the personal data that you choose to provide us, such as by completing an online form or registering with the website.

Our website can only access those cookies that it has created. We do not have access to cookies from other websites, and other websites do not have access to cookies used by the Bricks for Autism website.

You can disable cookies on our website, but this may mean the website does not work as expected. Further information about deleting or controlling cookies is available at [www.AboutCookies.org](http://www.AboutCookies.org).