



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.

Use of our services and or our website, indicates that you are agreeing to the processing of your personal information in accordance with this Privacy and Cookie Policy.

Please note that we may gather information about individuals or businesses who visit our website, in order to help improve the services that we supply.

Information we collect

You may choose to supply us with personal information when submitting an enquiry whether via our website or through other methods. We collect and securely store any personal information you supply to us and retain it in accordance with our retention policy.

Personal information is any information that can be used to identify you. Generally, this information may include your name, email or postal address, date of birth, and any preferences you have expressed to us about your interests or how you would like to be contacted.

Some information on how people interact with our website is monitored using Google Analytics. This information remains anonymous and helps us to make our website easier to use and more helpful to the people who visit it. We may also collect the number given to your computer or device on the internet, known as an Internet Protocol (IP) address when you interact with us online.

We do not usually collect sensitive personal data about our customers, staff or third parties who we are working with, unless there is a clear reason for us to do so. Sensitive information such as health information may be collected if we need to provide support and resources for you. If you choose to share this information with us, we will always treat it sensitively.

We will not share personal information without your consent, unless we are legally obligated to do so.

Depending upon your use of our website or services, we may collect some or all of the following personal and non-personal data:

- Name;
- Gender;
- Address;
- Email address;
- Telephone number;
- Business name;
- Job title;
- Profession;
- Payment information;
- Information about your preferences and interests;
- IP address;
- Web browser type and version;
- A list of URLs starting with a referring site, your activity on this site, and the site you exit to.

How we use this information

The data we collect is used to help us improve the information supplied to visitors to our website and the services that we provide to individual clients or stakeholders.

We will only use this information to:

- provide you with the information or service you have requested;
- for internal administrative purposes and to let you know about changes to our services or policies;
- keep you up-to-date with our business and opportunities;
- improve our service to you.

The use of your information enables us to keep you informed about our services.

We may also analyse your information and feedback to improve the services we provide. We use traffic analysis tools to evaluate website traffic, in order to help us continually improve the design, content and layout of pages.

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data may be used for one or more of the following purposes:

- Providing and managing your Account;
- Providing and managing your access to our website;
- Personalising and tailoring your experience on our website;
- Supplying our services to you.

- Where your personal details are required in order for us to enter into a contract with you;
- Personalising and tailoring our services for you;
- Communicating with you - This may include responding to emails or calls from you;
- Supplying you with information by email AND/OR post that you have opted-in to (you may unsubscribe or opt-out at any time by contacting us or by pressing the unsubscribe button contained in any electronic communications);
- Analysing your use of our website and gathering feedback to enable us to continually improve our site and your user experience.

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email or telephone or text message or post with information, news, and offers on our services. You will not be sent any unlawful marketing or spam.

We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

Security and Retention

Protecting your personal information is very important to us. We take great care in the selection and implementation of appropriate security measures and controls, to keep your data protected and safe.

We do not sell, rent or share your information with external organisations. In the execution of our work, we may require trusted partners and service providers to work on our behalf.

Any partners or service providers working on behalf of Bricks for Autism will only have access to the information they need.

All information provided to us is stored securely, within the European Economic Area. We take all necessary steps to ensure that your data is treated securely, and in accordance with this Privacy and Cookie Policy.

Our website is HTTPS secured and our SSL certificate can be viewed on the link shown at the foot of our website.

We will not keep your personal data for any longer than is necessary for the performance of any contract between us or for the specific purpose for which it was collected or as may be required by law.

Marketing

We only use your personal information for direct opt-in marketing (for electronic communications) and/or where we already have an existing relationship with you (for postal or telephone communications) and will never distribute your information to third parties without your express consent, nor will we ever sell your information to third parties.

By providing us with your personal data you consent to the collection and use of any information you provide in accordance with the purposes set out in this Privacy and Cookie Policy. You will be given the opportunity to select which communication channels you would prefer that we contact you via.

You have the right to request to see all personal data that we hold about you. If you would like to exercise this right or have any concerns about the personal data held on you, please let us know. Any personal data that you inform us is incorrect will be amended or deleted, as appropriate.

You can check, change or update your details and preferences with us at any time by emailing 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 . 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

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about this collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact

us to find out more or to ask any questions by contacting info@bricks-for-autism.co.uk

- b) The right to access the personal data We hold about you.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that We have.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal data to us directly, We are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- h) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.
- i) If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

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.

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.

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 .

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.