



Thinking Space c/o

think better together

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Privacy and Data Protection policy

Last updated: July 2018

Context

This privacy policy sets out how Thinking Space uses and protects any information that you give us when you work with us or use our services.

Thinking Space is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when working with us or using our services, then you can be assured that it will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this document. A copy will be made available on our website and you should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25th May 2018.

For more information on how Thinking Space seeks to protect the security of individual's personal information and keep up to date with the latest General Data Protection Regulation (GDPR 2018), please write to us or contact us by email at privacy@thinkingspace.org.uk

What we collect

We may collect the following information, when you consent for us to do so:

- Your name
- Your role or job title
- Contact Information including your personal, institutional or professional email address
- Demographic information such as your postcode or age-range
- Video or photographs in which you appear in one of our workshops
- Quotes about our work that you may give us verbally or on feedback forms
- Other information that allows us to fulfil our commitment to work together or to provide you with specific services e.g. a record of our email correspondence.

How you give your consent

- Via checking specific boxes on our website when you sign up to our newsletter
- Via initialling specific boxes on our registers when you attend our training or events
- Via signing specific boxes on the contract we provide when you work with us

How you withdraw your consent

- By emailing us at privacy@thinkingspace.org.uk any time

What we do with the information we gather

We require this information to understand your needs and fulfil our commitments to work with you or provide you with a service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address that you have provided.

We will always state clearly what we intend to do with your personal information, and will not use your data for anything for which we have not gained your explicit consent.

What we won't do with the information we gather

- We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you provide positive consent, telling us that you wish this to happen.
- You may request details of any personal information which we hold about you, according to the latest data protection laws (GDPR 2018). A small fee will be payable. If you would like a copy of the information held on you please email privacy@thinkingspace.org.uk
- If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect. And if you wish for any information we hold about you to be deleted, you may request for this to happen at any time.

Data Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect from you.

When using external agencies, such as our website or mailing list providers to store or otherwise process your data, Thinking Space, acting as 'data controller' will always take appropriate measure to select only those agencies who have appropriate security measures in place to act as 'data processors', in line with the latest data protection laws (GDPR 2018).

Online Security

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website contains links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be held responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

with the latest data protection laws (GDPR 2018).

We are committed to reviewing our policy and good practice annually.

This policy was last review on: 24th July 2018 (date)

Signed:  (Designated Privacy Officer)