## **Better Planet Education Privacy and Data Policy**

We are committed to safeguarding your privacy. We want you to know how we collect, use, share, and keep information about you and the choices that are available to you when you request our services. We take the privacy of those who visit the Better Planet Education website and social media pages very seriously and we are fully committed to protecting your privacy online.

In this policy, we describe how Better Planet Education, in its capacity as the data controller, collects, uses, shares, and keeps information about you in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of <u>27 April 2016</u> (the General Data Protection Regulation).

This Policy is designed to assist you in understanding how we collect, use and safeguard the personal information you provide to us. All of the information that we collect is used to help us process your requests and provide a more personalised online experience, which we will use to improve the quality of our service to you.

For the contact details of our Data Protection Officer please email info@Better Planet Education.org.uk.

## **Changes to this Policy**

We may make changes to this Policy from time to time. If we do change our Privacy and Data Policy we will post an updated version on this page. Regularly reviewing this page ensures that you are satisfied with the privacy conditions that we provide. We will also inform you of these changes directly on our mailing list.

#### Information we collect from you

We do not collect any information from you without your prior permission and knowledge. When you use the website you may be asked to provide your contact details, e.g. when you register to participate in or use one of our services. We will store this data in order to fulfil your request and will only use it to inform you by email of Better Planet Education-related updates and news.

The only information we collect is your name, email, address and the reason for your request. This information is stored on a secure server and is only accessible to a small number of our staff. We may also use this data for analysis to enable us to review, develop and improve the services we offer.

We will never share these details with any third party.

#### Your personal information

Under the General Data Protection Regulations you are entitled to see any 'personal data' held about you and to ask us to make changes to ensure that it is accurate and up to date. If you are concerned that information we hold about you may be incorrect please contact us. You have the right to access, update, erase, change or correct your personal information. We will delete or amend any information held in a prompt manner according to your request. You can also withdraw your consent for us to use your personal information - just unsubscribe from our mailing list and we will delete all of the details we hold on you. It is that simple.

We do not share your personal information with any other organisation, or person.

## Cookies

A cookie is a small piece of information sent from our website to your computer and are created each time you visit the website. Cookies contain 'identifiers', which enable a website to distinguish your computer. Your 'browser' will only allow a website to access cookies it has sent, not those sent by other websites. Cookies are used to help gather statistical information about the usage of the site.

Cookies can be used for a variety of purposes, such as providing personalised pages, but at present, we use them only to work out how many people visit the Better Planet Education website and use this information to ensure that we can regularly update our content, ensuring that it is relevant to our target audience.

Most web browsers automatically accept cookies, but if you prefer, you should be able to change your browser to prevent that. You should read the information that came with your browser software to see how you can set up your browser to notify you when you receive a cookie, this should then give you the opportunity to decide whether to accept it.

However, you may not be able to take full advantage of a website if you do so. Cookies are specific to the server that created them and cannot be accessed by other servers, which means they cannot be used to track your movements around the web.

# **Communications from Better Planet Education**

You may receive emails from time to time that we feel will be of use to you. You can unsubscribe from this newsletter at any time by emailing the address provided in the email itself.

We do not want to clog your inbox with information and would recommend signing up to our social media feeds if you would like more regular updates.

## Links to other websites

Our site contains links to other sites. We cannot be responsible for the privacy policies and data protection, procedures, practices or the content of these linked websites, even if you access them using links from our website and recommend that you check the policy of each site you visit.

Links provided by us should not be taken as an endorsement of any kind. If you feel that the content of a website that we have linked to is inappropriate please contact us.

In addition, if you linked to our website from a third party website, we cannot be responsible for the privacy policies, content or practices of the owners or operators of that third party site and recommend that you check the policy of that third party site.

## Disclaimer

We will not accept liability for any loss or damage or inconvenience arising as a consequence of using this website, or of the liability to use information on this website. Visitors who chose to visit our website do so at their own risk.

We accept no responsibility (to the fullest extent permitted by law) for any loss, injury or inconvenience sustained by any person resulting from information on this website, or any of the linked websites.

The use of this website shall be governed by the law of England and Wales and the English courts shall have exclusive jurisdiction over any disputes arising out of your use of the website