

Let's Think Privacy Notice

When individuals are asked to provide information that they can be identified by when using this website, they can be assured that it will only be used in accordance with this privacy statement. Let's Think may change this policy from time to time by updating this page. This policy is effective from 12th March 2019.

Who is Let's Think?

Let's Think is a registered charity and company limited by guarantee, incorporated in England and Wales. It is a 'controller' under the General Data Protection Regulation. Occasionally it will also act as a 'processor' and if it is acting as a processor then the controller will be listed below or provided orally or through email at the time of collection of the data.

Will information be shared?

Let's Think may need to share some of the personal information it processes in the following ways:

- A school that has requested training may have its information passed to the relevant LT tutor;
- An individual may have his/her information passed to a LT tutor.

How long will information be kept?

Let's Think will keep information throughout the period of time that it works with users and for the duration of any project or association with it as part of which the personal data was provided, and for a period of six years from that point or until it is no longer necessary to hold the data.

What rights do website users have?

Website users have a series of rights under the General Data Protection Regulation including the right to access a copy of the information Let's Think holds about them, to have data it holds erased, to restrict the use of their data, to object to marketing use of their data, the right to withdraw consent to the processing of their data and rights concerning the portability of their data.

Who can website users complain to if they are unhappy about the use of their information?

If website users are unhappy about how Let's Think is using their information, they should contact Let's Think via email at info@letsthink.org.uk. If their complaint remains unresolved then they can contact the Information Commissioner's Office, details available at www.ico.org.uk.

What information is collected?

The following information may be collected:

- Name, location, job title and place of work;
- Contact information including email address.

Use of information

This information is used for the following reasons:

- Internal record keeping of subscribers;
- Transfer of data to third parties, for example under contracts with the website host or operator, or any government department or organisation for whom the website was designed, which may include a transfer outside of the EEA;
- Users may periodically be sent updates about Let's Think research, news and services or other information which may be of interest, using the email address provided.

Security

Let's Think is committed to ensuring that website users' information is secure. In order to prevent unauthorised access or disclosure, it has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information collected online. Information will not be held for longer than necessary.

Cookies

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

Overall, cookies help to provide users with a better website by enabling it to monitor which pages they find useful and which they do not. A cookie in no way gives access to users' computers or any information about them, other than the data they choose to share. Users can choose to accept or decline cookies. Most web browsers automatically accept cookies, but it is possible to modify the browser setting to decline cookies if preferred. This may prevent users from taking full advantage of the website.

Other websites

The Let's Think website may contain links to other websites of interest. However, once users have clicked these links to leave the site, they should note that Let's Think does not have any control over that other website. Therefore, it cannot be responsible for the protection and privacy of any information provided while visiting such sites and such sites are not governed by this privacy statement. Users should exercise caution and look at the privacy statement applicable to the website in question.

Personal information

Users may choose to restrict the collection or use of their personal information in the following ways:

- Whenever asked to fill in a form on the website, look for the box to indicate they do not want the information to be used by anybody for direct marketing purposes;
- If they have previously agreed to Let's Think using their personal information for direct marketing purposes, they may change their minds at any time by emailing info@letsthink.org.uk.

Let's Think will not sell, distribute or lease any personal information to third parties unless it has the user's permission or is required or entitled by law to do so. It may use personal information to send promotional information about third parties which it thinks users may find interesting if they state that they wish this to happen.

Users may request details of personal information which is held about them under the Data Protection Act 1998, or subsequent amending, repealing or replacing legislation concerning data protection and the rights of data subjects, in particular the General Data Protection Regulation (GDPR) and any related legislation and statutory instruments. Let's Think uses Article 6(1)f of the GDPR as the lawful basis for processing personal data. This is generally known as the "legitimate interest" basis. If users would like a copy of the information held on them, they should email their request to info@letsthink.org.uk.

If an individual believes that any information being held about them is incorrect or incomplete, they should email info@letsthink.org.uk. Any information found to be incorrect will be promptly corrected.