

# Website Privacy Policy

## About this policy

This privacy policy related to the Autus.org.uk website and governs the privacy of those who choose to use it.

We are very pleased that people take an active interest in the work we do and want our websites to be safe for everyone. The policy outlines how we protect user privacy, the way our websites process, store and protect user data and information.

As part of GDPR compliance we conducted a full review of our Data Protection, Information Security and Website Privacy policies in April 2018 and updated this policy.

## The Websites

We take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of our website users throughout their visiting experience. We seek to comply with all UK national laws and requirements and regularly review/update our policy.

## Information We Collect

Autus offers a number of courses and services and we ask people to register their interest so that we can contact you to discuss your needs and advise of provision that is most suitable. We capture required information in our registration form ([www.autus.org.uk/register](http://www.autus.org.uk/register)). The form asks for personal information necessary for us to determine suitability and / or eligibility for our programmes (name, age, contact number, email, borough, IP address which may be identified and logged automatically in our server log files whenever you use our platform and services, along with the time of your visit and the specific page(s) that you visited.).

## How we use your information

- Information collected via our website registration form is only used by Autus to determine suitability and / or eligibility for the programmes you have expressed an interest in.
- We will use your telephone number or email address to contact you to discuss and / or advise of available provision.
- Should you no longer be interested in our provision after completing our registration form we will delete the information we hold about you.
- All registration forms and information taken from them are automatically deleted after 3 months.

## Use of Cookies

The website uses cookies to better the user experience while visiting the website. Where applicable a cookie control system is used allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies

with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device.

Cookies are small files saved to the user's computer hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

This website uses tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information. You can read Google's privacy policy here for further information [ <http://www.google.com/privacy.html> ].

### **Removal of Personal Information**

Your personal information is kept private and stored securely until:

- If you have chosen to progress with a programme with us, a time it is no longer required or programme is complete
- It is automatically deleted (3 months from date of registration should you choose not to pursue a programme with us)
- You request that we delete your data (where you have started a programme with us this is subject to us complying with funding or Awarding Body requirements)

### **Sharing Your Information**

We do not pass details on to any third parties except as set out in our Privacy Notice/Data Protection Policy.

### **External Links**

Although our website only seeks to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website.

We carefully check that external links from our site are safe and appropriate. However, we cannot guarantee or verify the contents of any externally linked website. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

### **Adverts and Sponsored Links**

Our websites does not contain sponsored links and adverts.

## **Social Media Platforms**

We use social media platforms for the purpose of communication, promotion, awareness raising and marketing. In using social media we comply with our Data Protection Policy and any terms and conditions/privacy policies issued by the respective social media platform.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. We will never ask for personal or sensitive information through social media platforms and encourage users wishing to get in touch with us or discuss sensitive details to contact us through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

## **Shortened Links in Social Media**

We may, through their social media platform accounts, share web links to relevant web pages. By default some social media platforms shorten lengthy urls [web addresses] (this is an example: <http://bit.ly/zyVUBo>).

Users are advised to take caution and good judgment before clicking any shortened urls published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine urls are published many social media platforms are prone to spam and hacking and therefore we cannot be held liable for any damages or implications caused by visiting any shortened links.

### **Linked policies:**

Information Security Policy

Data Protection Policy