



# Website Privacy Policy

This privacy policy tells you what to expect when we collect personal information about you when you use this website.

We are the Curious Lighthouse Learning Consultancy Ltd.

## Topics

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### 1. What information do we collect about you?

We collect data about you if you register for services using this website.

Website usage information is collected using Cookies (see below).

### 2. Cookies

Cookies are text files placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. You can get more information about Cookies on the Information Commissioners Office website at <https://ico.org.uk/for-the-public/online/cookies/>

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.



Please note that turning off Cookies may prevent some of our website functions from working.

This website uses the following Cookies:

### ***Google Analytics***

These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. [Read Google's overview of privacy and safeguarding data](#)

### ***Facebook***

These cookies may be placed by Facebook to enable their functionality to work correctly. We have no control over these cookies but full information about Facebook's cookies can be found on the [Facebook website](#).

### ***Twitter***

These cookies may be placed by Twitter to enable their functionality to work correctly. We have no control over these cookies but full information about Twitter's cookies can be found on the [Twitter website](#).

### ***LinkedIn***

These cookies may be placed by LinkedIn to enable their functionality to work correctly. We have no control over these cookies but full information about LinkedIn's cookies can be found on the [LinkedIn website](#).

### ***ShareThis***

These cookies may be placed by ShareThis to enable their functionality to work correctly, i.e. liking or sharing our webpage on Facebook/Twitter etc. We have no control over these cookies but full information about ShareThis' cookies can be found on the [ShareThis website](#).

### ***You Tube***

We embed videos from our official YouTube channel using YouTube's privacy-enhanced mode. This mode may set cookies on your computer once you click on the YouTube video player, but YouTube will not store personally-identifiable cookie information for playbacks of embedded videos using the privacy-enhanced mode. Read more at YouTube's [embedding videos information page](#).



### **3. How will we use the information collected about you?**

We will use the information you provide in order to provide the services you have requested. Certain information is required to provide those services, and these are marked by a \*. Fields not marked by a \* are not mandatory and we will still be able to provide the services. The non-mandatory information will be used for anonymous statistical analysis about our clients or for other purposes which you have consented to.

If you do not think we need certain information (which we have marked as mandatory) to provide our services, please get in touch using the details below and we will be happy to discuss this with you.

As well as for providing the services you have requested we may use the information collected for other purposes, such as marketing. However, we will only use the information for these purposes if you have consented to us doing so.

We make sure that we offer you genuine choice and control over how we use your data. If you wish to withdraw consent or change your preference about how we use your information, then please contact us using the details below.

We use the Thinkific Labs Inc web-based learning platform to provide the Curious Trainers Academy as a result we have to share certain data and information with them in order to provide the service to you. We have been assured by Thinkific Labs Inc that they take appropriate technical and legal measures to safeguard your personal data. However, you need to be aware that the provider is based in Vancouver, BC, Canada a country outside the EU.

You will be asked to consent to this transfer when you join the Curious Trainers Academy. Thinkific's privacy policy can be found at <https://www.thinkific.com/resources/privacy-policy/>

We retain your data:

- until we have fully answered your query if you have made an enquiry; and/or
- until you cease to be a member of the Curious Trainers Academy; and/or
- if you have consented to us sending you marketing material, until you withdraw your consent.

If you register for the Curious Trainers' Academy and/or request any other service from us, then the provision of your personal data is part of a contractual requirement or obligation and the possible consequences of



failing to provide the personal data is that we will be unable to provide the service.

#### **4. Marketing**

We may contact you for marketing purposes if you have consented to this when you provided your information to us.

You can withdraw consent or change your preferences about marketing activities at any time by contacting us using the details below.

#### **5. Access to your information and corrections/changes**

If you would like to know what information we hold about you, please contact us using the details below. You also have a right to obtain a copy of your personal data for re use and we will supply this in a CSV file.

Please notify us if any of the information we hold about you has changed or is incorrect, we will be happy to update this for you.

In certain circumstances you have a right to the erasure of your personal data or to restrict processing. If you want to exercise this right, please contact us using the details below.

#### **6. Third parties**

We may need to provide certain third-party organisations with your information in order to provide our services. We will only provide them with the information they require and will only permit them to use the information for the required purpose only.

If any such third party has used your information for any other reason without your consent, please notify us using the details below and we will investigate the matter.

#### **7. Other websites**

Our website may contain links to other websites. This privacy notice only applies to this website. For information on how the other website provider will use any information you should check the privacy notice of that website.

#### **8. Changes to our privacy policy**

We keep this privacy policy under regular review and will post details of any changes below. This privacy policy was last reviewed on 31<sup>st</sup> January 2018.



## 9. Complaints

We strive to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously.

If you think that our collection or use of information is unfair, misleading or inappropriate please bring it to our attention. We would also welcome any suggestions for improving our procedures. You may report any concerns regarding the way in which we have handled your personal data to the Information Commissioner on 0303 123 1113 or by using this link <https://www.ico.org.uk/concerns>.

## 10. How to contact us

You can contact us by email at: [nikie.forster@curiouslighthouse.co.uk](mailto:nikie.forster@curiouslighthouse.co.uk)

## 11. Document Copyright

This document was created for Curious Lighthouse Learning Consultancy Ltd by Crimson Crab Ltd, it is an infringement of copyright to make:

- a. any use without the inclusion of this paragraph; or
- b. any use of this document by any organisation other than that identified above, except with the written permission of Crimson Crab Ltd; or
- c. any adaptation without the written permission of Crimson Crab Ltd; or
- d. any copy by a third party.

## 12. Changes to this Privacy Policy

We have made the following changes to this Privacy Policy

Date	Change
26/04/2016	Initial draft
31/01/2018	Updated
23/05/2018	Updated with details of Thinkific's GDPR compliant data processing procedures.