



"Tapping The Hidden Talent Pool"

## **"Privacy Policy"**

This privacy policy sets out how Advance: The Disability Consultants uses and protects any information that you give Advance when you use this website. Advance: The Disability Consultants may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any updates we have made to this policy.

### **Who is the controller of the data that you provide us?**

Advance: The Disability Consultants will be what's known as the 'Controller' of the personal data you provide to us. We will collect certain data about you including your name and email address and any other personally identifiable information that is deemed relevant to the business.

### **What we collect?**

We may collect the following information:

- Name and job title
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer surveys and/or offers

### **Why we collect the information?**

We need to know your personal data in order to allow us to properly and safely operate our business. In particular, Advance: The Disability Consultants will use the data to contact you in relation to news, updates about seminars/workshops/, invoicing, records of invoices paid and outstanding (and any agreed payment terms) and any other information relevant to the business. We will only collect personally identifiable information that you provide us with.

### **What we do with the information we gather**

We use this information for the following reasons:

- To understand your organisation's needs so we can provide the appropriate service to your business.
- To send you information on the latest news in the autism community and projects we are currently working on.
- To improve our products and services.
- If consented we may periodically send promotional emails about new products, events, special offers or other information which we think you may find interesting using the email address you have provided.
- We would like to use your information to contact you for market research purposes. We may contact you by email, phone, fax, or mail if you have consented to it. We may use the information to customise the website according to your interests.

## **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 and electronic procedures to safeguard and secure the information we collect online.

## **Links to other websites**

Our website may contain links to other relevant websites. 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 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.

## **What are your rights?**

If at any point you believe the information Advance: The Disability Consultants holds on you is incorrect you can request to see this information and have it corrected or deleted. Except in circumstances where we have a legal obligation or justification to retain data. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe that we have not processed your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO).