

## Brain Buddies Privacy Policy

### Details

Name: (Philippa) Jane Cowan

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Web Address: [www.BrainBuddies.info](http://www.BrainBuddies.info)

E-mail: [BristolBrainBuddies@gmail.com](mailto:BristolBrainBuddies@gmail.com)

### The type of personal information we collect

We currently collect and process the following information:

- Full name
- email address
- phone number

### How we get the personal information and why we have it

The personal information we process is provided to us directly by you.

We use the information that you have given us to contact you regarding

- bringing the Brain Buddies programme to your local primary school
- Brain Buddies news in the form of a newsletter

This information will not be shared with any other organisation or individual.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is your consent. You can remove your consent at any time by contacting [BristolBrainBuddies@gmail.com](mailto:BristolBrainBuddies@gmail.com)

### How we store your personal information

Your name and email will be securely stored on a password secured platform for 5 years, after which it will be securely disposed of by deletion.

Your telephone number will be securely stored on a password secured server until the required conversation, after which it will be automatically deleted.

### Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [BristolBrainBuddies@gmail.com](mailto:BristolBrainBuddies@gmail.com) if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [BristolBrainBuddies@gmail.com](mailto:BristolBrainBuddies@gmail.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>