

## **Privacy Policy**

### **Scope**

This policy covers information provided to the Viewpoint Organisation by children, young people and adults completing questionnaires.

### **Personal Information Collected**

The Viewpoint Organisation collects information online on behalf of other customer organisations. Before you enter any information, you are told which customer organisation the information is collected for and how the information will be used. You have a choice about whether to enter information.

Sometimes the customer organisation provides demographic information about you, for example your gender, or ethnicity. This information does not identify you personally but helps the customer organisation analyse information that is provided.

We do not use any cookies, so nothing is sent to any device you use to access the Viewpoint Organisation website.

### **Uses and sharing**

The Viewpoint Organisation does not share your information with any other organisation. The Viewpoint Organisation stores information you provide on behalf of the customer organisation. Only named staff in the customer organisation have access to the information you provide.

### **Choices**

You have a choice about whether or not to provide any information. Before entering any information, you have to consent to do so. Once you have provided information, you are entitled to view the information you have provided. This will be arranged by the customer organisation. You can request corrections to the information you have provided, or to have the information deleted. You should request this through your customer organisation. The Viewpoint Organisation does not correct or delete any information unless requested by you through the customer organisation.

### **Important information**

The Viewpoint Organisation undertakes to comply with Privacy legislation and principles in the country of the customer organisation. In addition, the Viewpoint Organisation will

comply with customer organisation Codes of Ethical Conduct that relate to confidentiality and privacy.

The Viewpoint Organisation has a Complaints Policy. Anyone using the services provided by the Viewpoint Organisation is entitled to make a complaint. You can contact the Viewpoint Helpdesk [helpdesk@vptorg.com](mailto:helpdesk@vptorg.com), a contact on our website [www.vpthub.com](http://www.vpthub.com) or your contact in the customer organisation using the Viewpoint Organisation Services.

### **How to Contact us**

If you have any questions about privacy of your information you can contact the Viewpoint Organisation Data Protection Officer, Rachel Hopkins [adminvpt@vptorg.com](mailto:adminvpt@vptorg.com) or any of the above contacts