

Privacy Policy

SCOPE

This policy covers any information and/or personal details given by children or young people or adults (the Respondent) in the process of completing Viewpoint¹ questionnaires.

PERSONAL INFORMATION COLLECTED

Viewpoint collects some details on behalf of the Customer. The Respondent completing the questionnaire is always told which details are being collected and how these details may be used.

The Respondent will always have the choice whether to proceed or not.

The Customer will occasionally ask for demographic information about the Respondent, for example gender, or ethnicity. This information will not identify the Respondent but will assist the Customer in analysing data.

Viewpoint does not use cookies, so nothing is sent to any device you use to access Viewpoint.

USES AND SHARING

Viewpoint does not share Respondents' information with any other organisation.

Viewpoint stores information provided by the Respondent on behalf of the Customer. Only named staff within the Customer organisation have access to any information provided.

CHOICES

The Respondent has a choice about whether or not to provide any information. Before entering any information, the Respondent has to consent to do so.

Once the Respondent has provided information, they are entitled to view the information provided. This will be arranged by the Customer.

The Respondent can request corrections to the information provided, or to have the information deleted.

The Respondent should request this with the Customer.

Viewpoint is unable to correct or delete any information unless requested by the Customer.

¹ i.e. Viewpoint Organisation Group Ltd, or any of its subsidiaries

IMPORTANT INFORMATION

Viewpoint undertakes to comply with Privacy legislation and principles in the Customer's country. In addition, Viewpoint will comply with the Customer's Code of Ethical Conduct that relates to confidentiality and privacy.

COMPLAINTS

Viewpoint has a Complaints Policy. Anyone using the services provided by Viewpoint is entitled to make a complaint.

The Respondent can contact the [Viewpoint Helpdesk](#), a contact on our [website](#), or their contact within the Customer.

HOW TO CONTACT US

For any questions about privacy of information, please contact the [Viewpoint Data Protection Officer](#) or any of the above contacts.