

# Privacy and Cookies Policy for the Learning on Screen website

This Privacy and Cookies Policy explains how Learning on Screen collects, uses, stores, and protects your personal data when you use our website: [learningonscreen.ac.uk](https://learningonscreen.ac.uk)

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## 1. Who we are

Learning on Screen is a UK-registered charity supporting the use of audiovisual content in education. We are the data controller of any personal data collected via our websites.

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## 2. What personal data we collect

We may collect the following types of personal data:

- Name, job title, and employer
- Contact details such as email address and phone number
- Demographic information such as postcode, preferences, and interests
- Information you submit via forms, email, or feedback
- Details about how you use our websites (pages visited, links clicked etc.)

We do **not** sell or share your personal data for third-party marketing purposes.

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## 3. How we collect your data

You may provide personal data directly when:

- Subscribing to our updates or newsletters
- Completing online forms or surveys
- Contacting us via email or website forms

We also collect limited data automatically through cookies (see section 7).

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## 4. Why we collect your data

We use your data to:

- Provide services or information you request
  - Improve our website, services, and communications
  - Send occasional marketing emails where you have given consent
  - Conduct internal analysis and market research (if you've opted in)
  - Ensure the security and integrity of our services
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## 5. Legal basis for processing

We process your personal data based on:

- Your **consent** (e.g. for marketing communications)
  - Our **legitimate interests** (e.g. improving user experience or website security)
  - Our **legal obligations** (e.g. responding to lawful requests)
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## 6. How long we keep your data

We retain your personal data only for as long as necessary for the purposes outlined above or to comply with legal obligations. You can ask us to delete your data at any time.

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## 7. Cookies

Cookies are small text files placed on your device to help us understand how you use our website.

We use cookies to:

- Monitor website traffic and usage
- Improve your browsing experience
- Remember preferences (where applicable)

You can manage or disable cookies via your browser settings.

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## **8. Your data rights**

You have the right to:

- Request access to the personal data we hold about you
- Ask for incorrect data to be corrected
- Request deletion of your data
- Object to or restrict our processing
- Withdraw consent at any time (where applicable)
- Lodge a complaint with the UK Information Commissioner's Office (ICO)

To exercise your rights, contact: [kathryn@learningonscreen.ac.uk](mailto:kathryn@learningonscreen.ac.uk)

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## **9. Security**

We are committed to ensuring your data is secure. We use appropriate physical, technical, and organisational safeguards. However, no data transmission over the internet is 100% secure, and you submit data at your own risk.

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## **10. External links**

Our websites may include links to third-party websites. We are not responsible for the privacy practices or content of those sites. Please check their privacy policies.

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## **11. Changes to this policy**

We may update this policy from time to time. The latest version will always be available on our websites.