



**Unique Voice CIC**  
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## **Privacy Policy**

This Privacy Policy governs the manner in which the Company collects, uses, maintains and discloses information collected from users of the Company. This Privacy Policy applies to the Company and all programmes offered by the Company.

### **Personal identification information**

We may collect personal identification information from authorised users in a variety of ways, including, but not limited to, when users access any company programme, subscribe to a newsletter, and in connection with other activities, services, features, or resources we make available in our Company. Users may visit the programme anonymously. We will collect personal identification information from users only if they voluntarily submit such information to us. Users can refuse to supply personal identification information but doing so may prevent them from engaging in certain Company related activities.

### **Information collected on registration**

In order to register you on our programmes we may collect your name, your role at your school/ place of work, a work email address, a generic office email address and the postal/delivery and billing addresses and telephone number of the school/college/place of work. We do not request personal information such as home addresses, personal email addresses or telephone numbers for registration purposes; however, if you choose to submit these the information will be treated in line with this privacy policy and general GDPR guidelines.

We maintain records of the products and services you/your school has purchased and the results of any of our questionnaires, surveys and quality assurance checks that you may have taken part in.

### **How we use collected information**

The Company may collect and use Users' personal identification information for the following purposes:

- *To improve customer service*
- Information you provide helps us respond to your customer service requests and support needs more efficiently.
- *To personalise user experience*
- We may use information in the aggregate to understand how our Users as a group use the services and resources provided in our Company.
- *To send periodic emails*
- We may use User email addresses to send Users information and updates pertaining to their order. User email addresses may also be used to respond to User inquiries, questions, or other requests.



## **Sharing your personal information**

We do not sell, trade, or rent User personal identification information to others.

## **Third party websites**

User's may find advertising or other content in our programme that link to the websites and services of our partners, suppliers, advertisers, sponsors, licensors and other third parties. We do not control the content or links that appear on these websites and are not responsible for the practices employed by websites linked to or from our programme. In addition, these websites or services, including their content and links, may be constantly changing. These websites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our Users, is subject to that website's own terms and policies.

Where content is included on our site but served through a third party (e.g. Vimeo) and their policies are beyond our control, you should refer to policy information provided other website.

## **Changes to this Privacy Policy**

The Company has the discretion to update this Privacy Policy at any time. We encourage Users to frequently check this page for any changes. You acknowledge and agree that it is your responsibility to review this Privacy Policy periodically and become aware of modifications.

## **Your rights / Corrections**

If you believe any information we hold about you is incorrect, please contact us at [theoffice@uniquevoice.org](mailto:theoffice@uniquevoice.org) and we will endeavour to update the information within 3 working days.

Under GDPR you have the right to know what information we hold about you. If you wish to receive a report this request should be submitted in accordance with our GDPR Policy available from [theoffice@uniquevoice.org](mailto:theoffice@uniquevoice.org).

## **Your acceptance of these terms**

By enrolling in the programme, you signify your acceptance of this Privacy Policy. If you do not agree to this Privacy Policy, please do not enrol in the programme. Your continued enrolment in the programme following the posting of changes to this Privacy Policy will be deemed your acceptance of those changes.

## **Cookie Policy**

Our website uses cookies to improve your experience while you navigate through the website. Out of these, the cookies that are categorised as necessary are stored on your browser as they are essential for the working of basic functionalities of the website. We also use third-party cookies that help us analyse and understand how you use the website. These cookies will be stored in your browser only with your consent. You also have the option to opt-out of these cookies. But opting out of some of these cookies may affect your browsing experience.



**Necessary (can't toggle off)**

Necessary cookies are absolutely essential for the website to function properly. These cookies ensure basic functionalities and security features of the website, anonymously.

**Functional (optional - user can toggle on or off)**

Functional cookies help to perform certain functionalities like sharing the content of the website on social media platforms, collect feedbacks, and other third-party features.

**Performance (optional - user can toggle on or off)**

Performance cookies are used to understand and analyse the key performance indexes of the website which helps in delivering a better user experience for the visitors.

Further information regarding individual cookies can be obtained from our website.