

## BSMS - Thinkific Privacy Policy

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### 1. What information do we and Thinkific collect and what do we do with it?

When you enrol as a student (“learner”) on one of our courses, on our Thinkific site ([bsmsoutreach.thinkific.com](https://bsmsoutreach.thinkific.com)), as part of the enrolling process Thinkific collect the personal information you give such as your name and email address.

Your name and email address provided during the enrolment will only be used to administer the course. Such administrative tasks include sending automatic reminders about your progress, informing you about changes to the course and, using your name and/or email to monitor progress and completion of the course. Your email address will be used to send you feedback, initially through the platform. Any further communication we may have with you, for example answering any queries or replying to any additional reflections will take place via email outside of the platform.

## 2. How does Thinkific get my consent?

During account creation with Thinkific you will be asked to give your consent to the data processing required to take part in a BSMS Outreach course.

## 3. What about information I provide in any pre- and post-course surveys?

The information you provide during pre- and post- course surveys is collected via a University approved online system: Online Surveys. Thinkific cannot access this data. During the surveys you will be asked whether you consent to your data being used, stored and deleted in line with the [BSMS Widening Participation and Outreach privacy notice](#). Please note you will only be added to the BSMS outreach mailing list (see BSMS Widening Participation and Outreach Privacy Policy) should you give consent and provide your email address during the post-course survey.

## 4. How do I withdraw my consent?

If you change your mind about agreeing to the privacy policy, you may withdraw your consent for us to contact you, for the continued collection, use or disclosure of your information, at any time, by contacting us at [outreach@bsms.ac.uk](mailto:outreach@bsms.ac.uk) .

Should you wish to delete your Thinkific account, please email us with the email address you signed up with via [outreach@bsms.ac.uk](mailto:outreach@bsms.ac.uk).

If you have given us permission, via the pre- and/or post-course survey to use your data in line with the BSMS Outreach privacy notice, and you no longer consent, you can also email us via [outreach@bsms.ac.uk](mailto:outreach@bsms.ac.uk) to change your permissions.

## 5. Disclosure

We may disclose your personal information if we are required by law to do so or if you violate our Terms of Service (see Appendix 1).

## 6. Thinkific

Our courses and site are hosted by Thinkific Labs Inc. (“Thinkific”). They provide us with the online course creation platform that allows us to provide our product/services to you.

Your data (name and email address) is stored through Thinkific’s data storage, databases and the general Thinkific application. They store your data on a secure server behind a firewall.

Thinkific is based in Canada. Thinkific’s privacy policy can be found here:

<https://www.thinkific.com/resources/privacy-policy/>

## 7. Third Party Services

In general, any third-party providers used by us will only collect, use and disclose your information to the extent necessary to allow them to perform the services they provide to us.

Once you leave our course website or are redirected to a third-party website or application, you are no longer governed by this Privacy Policy or our website’s Terms of Service.

## Links

When you click on links on our course site, they may direct you away from our site. We are not responsible for the privacy practices of other sites and encourage you to read their privacy statements.

## 8. Security

To protect your personal information, we take reasonable precautions and follow industry best practices to make sure it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed.

## Cookies

Thinkific collects cookies or similar tracking technologies. This means information that the website's server transfers to your computer. This information can be used to track your session on the website. Cookies may also be used to customise the website content for you as an individual. If you are using one of the common Internet web browsers, you can set up your browser to either let you know when you receive a cookie or to deny cookie access to your computer.

For more information on how and why Thinkific uses cookies, please see their [privacy policy](#).

## Web Analysis Tools

We may use web analysis tools that are built into the Thinkific website to measure and collect anonymous session information.

## 9. Age of Consent

If you are between 13 and 16 years of age, you must have permission from your parent/carer to create an account. You are not permitted to use this website if you are younger than 13 years old.

## 10. Changes to this and the Thinkific Privacy Policy

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website.

Thinkific reserve the right to modify their Privacy Policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on their website.

If the Thinkific site or course is acquired or merged with another company, your information may be transferred to the new owners, so that we can continue to keep the course running.

## 11. Questions and Contact Information

If you would like to: access, correct, amend or delete any personal information we have about you, register a complaint, or simply want more information, please email us at [outreach@bsms.ac.uk](mailto:outreach@bsms.ac.uk)

This policy was last reviewed in March 2021

## Appendix 1: BSMS Thinkific Terms of Service

Welcome to our website. If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with both the Thinkific and the [BSMS Widening Participation and Outreach privacy policy's](#) govern the relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please do not create an account and/or use the website.

The term 'BSMS Outreach' or 'us' or 'we' refers to the owner of the website. The term 'you' refers to the user or viewer of our website.

The use of this website is subject to the following terms of use:

- The content of the pages of this website is for your general information and use only. It is subject to change without notice.
- This website uses cookies as referred to in the Thinkific privacy notice.
- Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any information available through this website meet your specific requirements.
- This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. You agree to not copy, distribute, sell and/or attempt to change any content on our website without written permission from the BSMS Outreach Team.

- Our website include links to other websites and resources. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Northern Ireland, Scotland and Wales.