

## Panoply Vase Animation Project Privacy and Cookie Policy

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We respect your privacy and want you to be informed about the ways we protect, use and share the information that we collect when you visit our website, [www.panoply.org.uk](http://www.panoply.org.uk), and when you email us directly.

This Policy applies to personal information that you provide to us through the use of our website, and when you contact us directly. If you have any questions about this Policy please contact us at [panoplyvases@gmail.com](mailto:panoplyvases@gmail.com).

The information we collect is minimal:

1. When you contact us directly by email, Twitter or Facebook message, we hold any personal information you choose to give us in the strictest of confidences and only use and store them for the purposes of providing a service to you and future contact with you. We will not use your information to target you for marketing purposes.

All information is held digitally on password controlled devices that are firewalled and virus checked regularly.

Should it be necessary to share any of your information or transfer it to hard copy for the purposes of our work your explicit permission shall be sought first in each case, and the hard copy will be shredded when it's finished with.

You have a number of access rights regarding the personal data that we hold, which you can find out more about here:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>

2. We use cookies on our website. A cookie is a small text file that a website saves on your computer or mobile device when you visit the site. It enables the website to remember your actions and preferences (such as login, language, font size and other display preferences) over a period of time, so you don't have to keep re-entering them whenever you come back to the site or browse from one page to another. The cookies may take personal details, such as your IP address or information about which particular web browser you are using.

This website is hosted on the Adobe Business Catalyst web service platform, which includes web analytics functionality. These cookies are used to collect anonymous information about how visitors use our website, which we use to help improve our service and identify the devices used to access the website e.g.

desktop, mobile, tablet to customise the user interface for the device used to access the website.

You can view Adobe's Privacy Policy here:

<https://www.adobe.com/uk/privacy/general-data-protection-regulation.html>

We embed all of our videos from YouTube so as well as the cookies from our website are 3<sup>rd</sup> party cookies from YouTube/Google. They may use cookies to anonymously gather statistics and combine this activity with other information that you've provided to them or that they've collected from your use of their services on how you got there and what videos you visited.

You can view Google's privacy policy here:

[https://privacy.google.com/businesses/compliance/?modal\\_active=none](https://privacy.google.com/businesses/compliance/?modal_active=none)

In addition the website content contains many text links to 3<sup>rd</sup> party websites, which are not under the control of or maintained by us. These 3<sup>rd</sup> party links don't place cookies on your device via our website.

The 3<sup>rd</sup> party links generally do not constitute an endorsement by us of the 3<sup>rd</sup> party websites or content. We provide these links to enrich the free educational service we provide. We are not responsible for the content of the 3<sup>rd</sup> party websites. Should you choose to follow a link please refer to their respective terms of use and privacy policies on their websites for more details. We will not be responsible for the protection of any personal data, which you provide to third party sites.

Likewise we are not responsible for personal information you share with 3<sup>rd</sup> parties, such as Facebook, when you link to our website from their website. This is an information share agreement between you and Facebook. You can view Facebook's privacy policy here: <https://www.facebook.com/about/privacy/>

When you use our website, our cookie acceptance notice is set to explicit consent, which means cookies won't be stored on your device until you OK the notice.

We will keep your Personal Information for as long as necessary to provide our Services, and in order to comply with legal obligations.

You can control and/or delete cookies as you wish – for details, see [aboutcookies.org](http://aboutcookies.org), or follow the instructions at <http://www.wikihow.com/Clear-Your-Browser%27s-Cookies>. If you wish to disable your browser from receiving cookies follow the instructions at <http://www.wikihow.com/Disable-Cookies>.

You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some services and functionalities may not work.

We may change this Policy at any time. Any changes to this Policy will come into effect when we make the revised Policy available on the website.