



Tales Toolkit Ltd Privacy Policy

Here at Tales Toolkit we're not about selling, renting or trading your information with other companies for marketing purposes. But in case you don't believe us in this Privacy Policy, we've provided lots of detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure. We've tried to use super clear language, so you can find the information you need. No tricks here. Grab a cuppa and read on.

Collection and Use of Personal Information

Website

Personal information means any information that may be used to identify you, such as, your name, title, phone number, shoe size, email address, or mailing address. You can browse our web site without giving us any personal information. We use google analytics to analyse traffic to this web site in order to understand our visitors' needs and to continually improve our site for them. We collect only anonymous statistics.

If you contact us through a support/request form on the website then we keep your email details so we can reply to you and chat through any questions you might have. You can let us know that you'd like your details deleted at any time by emailing info@talestoolkit.com

Social media

We're super happy when you sign up to follow us on our different social media platforms. You can check our posts, comment and like what we're saying all without giving any personal information. We do use the analytics linked to the different platforms to check out the crew who are following us. All of the information collected is general and anonymous

Tales Toolkit mailing list

There are a couple of ways you can sign up to be on our mailing list to receive our newsletter and Tales Toolkit updates.

- Clicking and registering through our website
- Signing up with us in person at a conference or event
- Giving consent after joining one of our webinars
- When you sign up to our members area
- Via email

We ask for your name, email, role and school. Nothing sensitive that you should worry about. All of the information is stored in mail chimp. [Click to check out the mail chimp privacy policy.](#) We will only use this information to keep you updated about Tales Toolkit and to contact you to provide additional information. All of our mail chimp accounts are password protected so there's no chance of any non-Tales Toolkit staff getting in.

If you sign up in person at an event, then you'll be happy to know the sign-up sheet is also kept securely and not shared.

Children and Privacy

We love getting feedback from schools and have a bank of information that helps us to see the impact of Tales Toolkit for the children in school. We know about the need for progress data! Here's what we collect and how we look after it;

- School data – this is anonymous and also password protected. Hard copies are kept in a safe place only accessible by special team members. We do share this with our contact at Goldsmiths University.
- Examples of children's writing. Again, only for the special team members to see. Anything posted on social media we get busy fuzzing out children's names.
- Photographs of children. If taken by us we have full consent from parents/carers for the members area, website and social media. If taken by schools and sent to us we ask them to take responsibility for obtaining permission.

Our members

All of the members information is kept securely. We use mail chimp to help us send you emails. We have a password protected members website which only a few special Tales Toolkit staff can access. We use google analytics in the back end of the members site so we can track how you engage with the training. You are able to leave comments in our forum which will show your username to other members of Tales Toolkit.

Use of Cookies

A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. The website uses cookies to help track numbers of 'new' and 'returning' visitors and to understand usage of the various sections of the website, using Google Analytics. Website visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using the website.

Other stuff

Links to other websites.

Our web site contains links to information on other web sites. On web sites we do not control, we cannot be responsible for the protection and privacy of any information that you provide while visiting those sites. Those sites are not governed by this Privacy Policy, and if you have questions about how a site uses your information, you'll need to check that site's privacy statement.

Access to Your Personal Information

You are entitled to access the personal information that we hold on. Email your request to info@talestoolkit.com An administrative fee may be payable (please note, we accept baked treats). We'll make sure you have all the information you need within 28 days.

Updating Your Personal Information and Unsubscribing

You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing info@talestoolkit.com No bad feelings, we promise.

By using our web site or consenting to receive information from us you consent to the collection and use of the information you provide to us as outlined in this Privacy Policy. We may change this Privacy Policy from time to time, if we change our Privacy Policy, we will publish those changes on this page and drop you an email to let you know. If you have any questions or concerns about our collection, use or disclosure of your personal information, please drop us a line at info@talestoolkit.com Thanks for reading all the way to the end. Now you can go and get on with your day.

If you want to chat to our data controller it's our CEO & Jack of all trades Kate Shelley email info@talestoolkit.com