

Data Protection and Privacy Policy

This privacy policy sets out how “Adapt (UK) Training Services Ltd ” uses and protects any information that you give “Adapt (UK) Training Services Ltd ” when you use any part of their Service in part or whole.

“Adapt (UK) Training Services Ltd ” is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

“Adapt (UK) Training Services Ltd ” may change this policy from time to time. Our most current “Data Protection and Privacy Policy” can be viewed by visiting www.adapt-training.co.uk and clicking the “Useful Links” section. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 01/01/2009.

What we collect

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- National Insurance number and/or date of birth

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to verify a delegates qualification or inform a delegate of award expiry.
- We may use the information to improve our products and services.
- We may periodically send promotional email about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail.



Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by replying to any of our emails and writing “Opt Out”.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Unit 80 North Mersey Business Centre, Woodward Rd, Knowsley Ind Park, Liverpool, L33 7UY.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Third Party Collection of Information

Where Adapt (UK) Training Services collect information for third parties (Only accrediting bodies IPAF, PASMA, NPORS, IOSH, CIEH) during service, you will be informed of this and be bound to their privacy policies. You will sign an agreement of acceptance and this will authorize “Adapt (UK) Training Services” to forward your information in a safe, secure and responsible manner. You can contact IPAF, PASMA, NPORS, IOSH or CIEH directly if you are concerned about the information they hold about you.

Credit Card Details / PAYPAL Information

This information is for customers who pay for any service(s) we provide, by using a debit/credit card payment method. Please acknowledge the below information as they form part of our agreement with our associated service providers:

- Our policy is to enter debit/credit card details directly, therefore not having any need to make a record of an individual’s card details.
- If it is not possible to enter debit/credit card details directly (due to unforeseeable internet connection problems), the company may have a need to record the debit/credit card details. This will be conducted in an appropriate and secure manner.
- At no time will the company or any employee associated with the company store debit/credit card details for more than 24 hours after recording them.

This policy was reviewed on 17/01/2011

