

Privacy

All About Training is committed to ensuring that your personal information is used properly and is kept securely. This Privacy Policy explains how we will collect and use your personal information.

- Please see below to view our Privacy Policy

Data Controller

Any personal information that you provide to us is controlled by All About Training Limited. All About Training Limited is registered with the Information Commissioner under reference: Z3153488. All About Training Limited is a company registered in England and Wales with company number 07897604. Our registered office is Heworth Way, Greenlane Industrial Estate, Pelaw, NE10 0UW. If you have any queries about the information we hold about you, please contact Elaine Allan, who you may write to at the above address.

Collection of your personal information

We may collect information about you in a number of ways. For example, when you visit our website, you may be asked to provide information about yourself, or if you are a learner we will obtain information from you at the point when you sign up to a course. This may include your name, address, telephone number, national insurance number and information about the course(s) you are taking. You may also provide personal information to us when you contact us via the form on our website, or by email, telephone or letter. When you provide personal information to us or we collect personal information from other sources, we will treat that information in accordance with this Privacy Policy.

Sharing of your personal information

We may share your personal information with third parties in the following ways:

1. We sometimes use agents and service providers to process personal information on our behalf. For example, we may use third parties to send mail and to maintain our IT systems. Where we use agents and service providers to process your personal information, we will ensure that they have adequate security measures in place to safeguard your personal information.
2. We will release your personal information when we are required to do so for legal or regulatory purposes or as part of legal proceedings.
3. If you are a learner, we may share your personal information with your employer, to enable them to monitor your progress.
4. If you are a learner or prospective learner making an application to study a qualification (or where you are an employer submitting an application on behalf of a prospective learner), we may pass your personal information to the further education providers which deliver that qualification. This will enable the further

education provider in question to contact you in relation to signing you up to one of their learning programmes.

Updates

We may update this Privacy Policy from time to time. Please ensure that you check the Privacy Policy on our website regularly for updates.

PRIVACY POLICY

This privacy policy sets out how All About Training Ltd uses and protects any information that you give All About Training Ltd when you use this website.

All About Training Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

All About Training Ltd may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 08.05.2018.

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
- Other information relevant to customer surveys and/or offers

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 improve our products and services.
- We may periodically send promotional emails 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. We may use the information to customise the website according to your interests.

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 online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Some webpages on this site occasionally include embedded YouTube videos. YouTube use cookies to embed these videos on pages around the All About Training website. Where this occurs, YouTube can drop standard, and flash-based, cookies to collect analytical information.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

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

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at <mailto:info@allabouttraining.co.uk?subject=Remove>

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:

All About Training Ltd
Green Lane Industrial Estate
Heworth Way
Pelaw
NE10 0UW

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.