

## **PRIVACY POLICY**

**Alan Hughes Fire Safety** ("We") are committed to protecting and respecting your privacy.

This policy (and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. For the purpose of the General Data Protection Regulations, the data protection compliance lead is Alan Hughes of 3 Llys y Garn, Caernarfon, Gwynedd, LL55 2UT.

### **INFORMATION WE MAY COLLECT FROM YOU**

We may collect and process the following data about you:

- **Information you give us.** You may give us information about you by filling in forms or by corresponding with us by phone, e-mail or otherwise. The information you give us may include your name, address, e-mail address and phone number for billing, correspondence etc.
- **Information we collect about you.** With regard to each of your visits to our web site, we **do not** gather or record any information.
- **We collect and record** the names of attendees on all Training Course. This is for the purpose of Certification only. The information is then recorded electronically and is protected by password and thereafter by constant security updates when published. The knowledge of the password is restricted to the compliance lead. At this stage any paper record is shredded by mechanical means on site.

### **USES MADE OF THE INFORMATION**

We use information held about you in the following ways:

- **Information you give to us.** We will use this information:
  - To complete attendance or qualification Certificates for individuals within you company/organisation.
  - to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
  - to provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about;
  - to provide you, with information about goods or services we feel may interest you. If you are an existing customer, we will only contact you by electronic means (e-mail or SMS) with information about goods and services similar to those which were the subject of a previous sale or negotiations of a sale to you. If you are a new customer, we will contact you by electronic means only if you have consented to this. If you do not want us to use your data in this way, or to pass your details on to third parties for marketing purposes,
- to notify you about changes to our service;

### **Deletion of Data or information:**

- All electronic data held securely will be deleted after five years.

### **DISCLOSURE OF YOUR INFORMATION**

We may disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If **Alan Hughes Fire Safety** or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of **Alan Hughes Fire Safety**, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### **WHERE WE STORE YOUR PERSONAL DATA**

The data that we collect from you **will not** be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### **YOUR RIGHTS**

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at [alan@ahfiresafetytraining.co.uk](mailto:alan@ahfiresafetytraining.co.uk)

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### **ACCESS TO INFORMATION**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

**CHANGES TO OUR PRIVACY POLICY**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

**CONTACT**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [alan@ahfiresafetytraining.co.uk](mailto:alan@ahfiresafetytraining.co.uk)