



SafeCert[®]
Awards
The Safe Awarding Body



SafeCert Awards Ltd
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Data Privacy Policy

Version 2.2 - May 2023

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SafeCert Awards Privacy Policy **Privacy & cookie policy**

This privacy policy sets out how SafeCert Awards Ltd (SafeCert) uses and protects any information that you give SafeCert Awards Ltd when you use this website.

SafeCert 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.

SafeCert 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.

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
- Feedback from events

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.
- We will publish quotes on the website only from persons/companies who have given permission for us to do this

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 that 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 webpage 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.

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 settings 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 that 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:

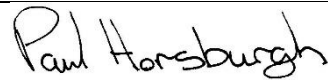
- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by contacting us.
- 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.
- When you complete a course feedback form, there is a quote section for you to give us feedback that you would like us to publish on our website or other advertising materials. If you do not wish this to happen you can just leave the section blank or complete but tick the no box, so it is not published.

You may request details of personal information that we hold about you under the General Data Protection Regulation (GDPR).

If you would like a copy of the information held on you please write to SafeCert Awards Ltd,

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

I the data protection officer and responsible officer as listed below authorise the use of the policy and have signed and dated it.

| | | | |
|-----------------------------------|--|-----------------|------------------------------------|
| Company Name | SafeCert Awards Ltd | Company Address | 38 Main Street, Gortin BT79 8PH |
| Data Protection Officer Name | Paul Horsburgh paul@safecertawards.com 0845 500 2 100 | Position | General Manager |
| Data Protection Officer Signature |  | Date | 10 th May 2023 |

SafeCert will review the policy on a three-year cycle or sooner with any regulatory or legislation changes.

If you have any questions regarding this guidance please contact the Data Control Officer at the following:

Paul Horsburgh
SafeCert Awards Ltd
38 Main Street, Gortin BT79 8PH
Tel: 0845 100 2 500
Email: paul@safecertawards.com