



DATA PROTECTION:

HOW WE LOOK AFTER YOUR DATA.

How we look after your data.

Our website address is: <http://hse-trainingconsultancy.co.uk>.

We -

1. value the personal information entrusted to us and make sure we respect that trust
2. go further than just the letter of the law when it comes to handling personal information, and adopt good practice standards
3. consider and address the privacy risks first when we are planning to use or hold personal information in new ways, such as when introducing new systems
4. be open with individuals about how we use their information and who we give it to
5. make it easy for individuals to access and correct their personal information
6. keep personal information to the minimum necessary and delete it when we no longer need it
7. have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands
8. provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or don't look after personal information properly
9. put appropriate financial and human resources into looking after personal information to make sure we can live up to expected principles
10. regularly check that we are living up to our and your expectations and report on how we are doing

We process information relevant to our Training and Business purposes

This may include:

- personal details
- business activities of the person whose personal information we are processing
- training details
- education and employment details

We also process sensitive classes of information

That may include:

- physical or mental health details
- racial or ethnic origin

Who the information is processed about:

We process personal information about:

- customers
- clients
- delegates
- trainers
- employees
- professional advisers and consultants
- complainants, enquirers

Where we send your data

Visitor comments may be checked through an automated spam detection service.

Who the information may be shared with:

We sometimes need to share the personal information we process with the individual themselves and with other organisations. Where this is necessary, we are required to comply with all aspects of the Data Protection Act (DPA).

Types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- business associates and other professional advisers
- educators and examining bodies
- current, past or prospective employers
- family, associates and representatives of the person whose personal data we are processing
- employment and recruitment agencies
- suppliers and service providers;
- persons making an enquiry or complaint
- other companies in the same group

Trading and sharing personal information:

Personal information is traded and shared as a primary business function. For this reason, the information processed may include name, contact details, family details, financial details, employment details, and goods and services. This information may be about customers delegates and clients. The information may be traded or shared with business associates and professional advisers, agents, service providers, customers and clients, and traders in personal data.

How long we retain your data

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Comments

When visitors leave comments on the site, we collect the data shown in the comments form, and the visitor's IP address and browser user agent string to help spam detection.

An anonymised string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

Contact forms

Cookies

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.