



Privacy Policy for GDPR

Privacy Policy

At In-Trac Training & Consultancy Ltd (www.in-trac.co.uk) we are dedicated to safeguarding and preserving your privacy when visiting our site or communicating electronically with us.

This Privacy Policy, together with our terms of use, provides an explanation as to what happens to any personal data that you provide to us, or that we collect from you.

We do update this Policy from time to time so please do review this Policy regularly.

Information we collect

We only collect and store personal data that we need in order to fulfill any contractual obligations. In the process of our business we may collect and process the following data about you:

- Information that you provide by filling in forms
- Information provided to us when you communicate with us for any reason.

Use of your information

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition, we may use the information for the following purposes:

- To provide you with information you have requested from us, relating to our products or services.
- To provide information on other services where you have consented to receive such information.
- To meet our contractual commitments to you
- To notify you about any changes to our services such as improvements or service changes, that may affect our service.

If you are an existing customer, we may contact you with information about goods and services similar to those which were the subject of a previous commission to you.

If you are a new customer, we will only contact you by those means you provided to us, unless you have said otherwise.



Please be advised that although we do not reveal information about identifiable individuals to third parties we may, on occasion, provide them with aggregate statistical information.

Storing your personal data

By submitting your personal data you agree to storing and processing. We will take all reasonable steps to make sure that your data is treated securely and in agreement with this Privacy Policy. Training delegate information on Registers / Evaluation Forms / and Certificates is kept for 3 months then deleted, or shredded.

Data that is provided to us is stored on our secure servers.

At the conclusion of any review or report the electronic information will be deleted, and any paper documents will be shredded.

The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk. Where we have given you (or where you have chosen) a password so that you can access certain parts of our site, you are responsible for keeping this password confidential.

The Data Protection Act

In accordance with the Data Protection Act, we have a legal duty to protect any information we collect from you. We will only use your information for the purposes as described and we do not pass on your details to any other third party unless you have given us permission to do so. You have a right to access your personal data and rectify any inaccuracies. We will check data held on a regular basis for accuracy, and update when notified.

Should you purchase one of our services, we will retain payment details pertaining to the purchase. Financial data is held for the period required by HMRC.

Disclosing your information

We may disclose your personal information to third parties:

- Where we sell any or all of our business and/or our assets to a third party
- Where we are legally required to disclose your information
- To assist fraud protection



Third party links

You may find links to third party websites on our website. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

Data Protection responsibilities

In the unlikely event of a data breach, In-Trac will advise the ICO within 72 hours and if necessary, and will advise those affected as soon as possible. All staff members are responsible for ensuring that any personal data which is collected is kept securely and not disclosed to unauthorized parties.


Access to information

The Data Protection Act 2018 gives you the right to access the information that we hold about you. Should you wish to receive details that we hold about you, please contact us using the contact details: In-Trac Training & Consultancy Ltd., PO Box 74, Haslemere, Surrey, GU27 2YP.

For any other complaints please contact:
Information Commissioner's Office (ICO)
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Helpline no. 0303 123 1113.

We welcome any queries, comments or requests you may have regarding this Privacy Policy. Please do not hesitate to contact us at: info@in-trac.co.uk

This policy has been approved for issue by:

Derek Wonnacott In-Trac Director & Business Manager	
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