

# Privacy Policy

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## Introduction and Scope

This privacy policy outlines the ways in which we collect and use your personal information, when you:

- Visit our website
- Engage with us via our social media channels
- Engage with us at events
- Contact us to make an enquiry or book a course

## Data Collected

We collect personal information from you when you register on our website, email or call us to enquire about a course, or engage with us via our social media channels. In line with our GDPR policy, the data we collect will always be kept to a minimum and only essential information will be stored such as personal contact information, billing information and communication preferences.

When you visit our website and social media platforms, we may collect data linked to usage (pages visited, time spent, engagement with specific articles, items or posts, etc) as well as approximate location, etc. This information will not be used for any other purpose than to enable us to operate smoothly and improve our website, social media platforms, and services.

## How We Use Your Data

Finn Safety Training want our customers to have the best experience possible when interacting with us. As such, we ensure that we will **not** pass on your personal details to other companies or individuals except where this would be required to help us fulfil our services to you, with your consent, or by law.

We would use your personal data only where necessary, to:

- Fulfil our training services to you
- Process bookings and payments
- Provide marketing and service-related communications (where consent has been obtained)
- Meet legal and obligatory requirements as well as protecting against fraud.

All third-party service providers who require access to the data to fulfil our services to you are required to protect your data in line with their own privacy policies, and use it only for its intended purpose. In line with our GDPR policy, you may withdraw your consent for us to hold your data at any time.

## How Long We Will Store Your Data

We will only keep your data for as long as is required (this may include for auditing purposes according to the GDPR policies of our awarding bodies). Once our service to you has been fulfilled, and your data is no longer required to be stored for auditing or legal purposes, the data will be securely deleted or anonymised. We endeavour to store your personal data securely, although no system is completely secure, and provision of your personal data remains at your own risk.

## Your Rights

In line with our GDPR policy, you have the right to access your personal data, request correction or deletion, restrict data processing, and withdraw the consent for your data to be stored at any time. You can also lodge a complaint with the UK Information Commissioner's Office (ICO).

You can also opt out of marketing communications at any time by clicking the unsubscribe link or contacting us directly. If you have any queries about the use of your personal data, please contact [info@finnsafetytraining.co.uk](mailto:info@finnsafetytraining.co.uk).