



Company Registration Number: 11379049
Your People at the Heart of Everything We Do

Privacy Notice

One of the biggest changes to UK data privacy law came into effect on 25 May 2018. The General Data Protection Regulation, also known as GDPR, means that you'll have more control over how your data is used and it ensures that organisations protect your personal data better. To reflect these changes and new obligations, we've updated our privacy notice as follows.

People Focused Training & Solutions Ltd will retain personal information about you as a customer or potential customer. We use this information for the following purposes:

- personalisation of content, business information or user experience
- account set up and administration
- delivering marketing and events communication
- carrying out polls and surveys
- internal research and development purposes
- providing goods and services
- legal obligations (e.g. prevention of fraud)
- meeting internal audit requirements

The Data Protection Officer will be the Director of People Focused Training & Solutions and can be contacted via helen@peoplefocusedtands.co.uk.

Your data will not be shared with third parties unless you give us permission.

Your data will be kept until you cease being a customer or potential customer, or until such a time as you request that we remove it.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or if you would like to receive an explanation of your rights in paper format.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.