



Data Protection and IT Security Policy

Data Privacy Policy

Best for Training is committed to protecting your privacy. When you contact us by phone, mail, in person or online, we may receive personal data about you.

Please read this policy carefully to understand how we collect, use and store your personal data.

The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

Best for Training will ensure that the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the [European Economic Area](#) without adequate protection



We are registered under the Data Protection Act and comply with the Act in all our dealings with your personal data.

REGISTRATION NUMBER **ZA283777**

Personal Data

Personal data are defined as any information relating to a living individual from which he or she can be identified (such as a person's name, address or date of birth).

The personal data that we collect consists mainly of user names, addresses, email addresses, financial information if booking a course and telephone numbers. Dates of birth may be required for registration with Awarding Organisations and sometimes medical information may be gathered relating to attendance on our training courses.

How we use your personal data

We use your personal information to provide you with the products, information or services you have requested or to give you information we think you will find interesting or useful, such as details of new training courses, reminders of when your course certificate is due to expire or changes in legislation relevant to your industry.

Security

We take appropriate physical, electronic and managerial measures to ensure that we keep your data secure, accurate and up to date, and that we only keep it as long as is reasonable and necessary.

Any payment details we receive on our website or over the phone are passed securely to Stripe, our payment processing partner provider, according to the Payment Card Industry Security Standards.

Use of cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. If 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 web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and the data is then 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 setting 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 enable you to visit other websites of interest. If you use these links to leave our site, you should note that we do not have any control over other websites that you visit. Therefore, we cannot be responsible for the protection and privacy of any information which 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.

Control of your personal data

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 unless you tell us that you do not wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held about you please email: contact@bestfortraining.co.uk or write to Best for Training Ltd, 46 Hullbridge Road, South Woodham Ferrers, Chelmsford, Essex CM3 5NG

If you believe that any information we are holding about you is incorrect or incomplete, please email or write to us as soon as possible so that we can update it.

Reviewed October 2024



best for training

Review date October 2026