

# Website Privacy Policy

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This privacy policy sets out how HIT Training Ltd uses and protects any information that you give us when you use this website.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information which you can be identified by when using this website, then please be assured that it will only be used in accordance with this privacy statement.

If you have any questions about this policy please contact us by email at [info@hittraining.co.uk](mailto:info@hittraining.co.uk)

## What we collect

We may collect the following information:

- Your name and job title
- Contact information including your email address
- Demographic information such as postcode and interests
- Other information relevant to helping us improve our service to you or which we might need to know from a prospective employee

What we do with the information we gather

We need this information to understand your needs and provide you with a better service, for a number of reasons including:

- Improving our products and services
- To update you on areas we think you might be interested in, such as changes in legislation, letting you know about new qualifications or other information
- From time to time, we may also use your information to contact you for market research purposes either by email, phone or post.
- We may use the information to customise the website according to your interests
- Use the information when you've applied for a position to assess your suitability for the post

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## Our use of Cookies

### IMPORTANT:

Visiting the HIT Training website with your browser settings adjusted to accept cookies tells us that you want to use hittraining's products and services and that you consent to our use of cookies and other technologies to provide them to you as described in this notice.

See below for information on how to modify the settings in your browser to notify you when you receive a new cookie and disable cookies altogether.

## What is a cookie?

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

## How do we use cookies?

We may use both "session" cookies and "persistent" cookies on the website. We will use the session cookies to: keep track of you whilst you navigate the website. We will use the persistent cookies to: enable our website to recognise you when you visit and provide you with a personalised service.

Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>.

By using this website, you acknowledge and agree that information we collect about you (including in relation to any order you place for our services) may from time to time be transmitted, stored or processed outside of the European Economic Area where we use cloud applications, cloud storage or third party service providers to store or process this data. Where we do so, this will be for the purposes we set out in the section above entitled 'What we do with the information we gather'.

## Cookies and browser settings

Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies. For example, in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector. Blocking all cookies will, however, have a negative impact upon the usability of many websites, including this one.

You can choose to accept or decline cookies by selecting the appropriate settings on your browser, however if you do this you may not be able to use the full functionality of this website.

## Links to other websites

You can restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to let us know you don't want the information to be used by us for direct marketing purposes.
- If you've previously said we can use your information for direct marketing purposes and you'd like to change your mind, you can let us know by emailing us at [info@hittraining.co.uk](mailto:info@hittraining.co.uk)

Except for the information collected by Google via the Google analytics cookie, we don't give your information to third parties unless we are required to by law. You can request details of personal information we hold about you under the Data Protection Act 1998. A small fee will be payable. If you'd like a copy of the information held about you, please write to us at HIT Training Ltd, 24a Cecil Pashley Way, Shoreham Airport, Shoreham-by-Sea, West Sussex BN43 5FF.

If you think any information we hold about you is incorrect, let us know and we'll quickly correct it.