



## **Website Privacy Policy**

We respect the privacy of everyone who visits this site. Please read our Privacy Policy carefully so that you can understand how we collect and use the personal information which you provide to us.

### **What does this Privacy Policy cover?**

This Privacy Policy covers our use of your personal information which is collected through or in connection with this site. For the purposes of this policy, "this site" means the [www.micatraining.co.uk](http://www.micatraining.co.uk) website.

### **Who is responsible for the personal information collected on this site?**

Micas Training Ltd, a limited company registered in England and Wales whose registered company number is 06222503. We operate as a Data Controller for the information you provide.

### **Taking your Data Protection seriously**

We have reviewed and updated our policies, processes and procedures to comply with the General Data Protection Regulation (EU) 2016 / 679 ("GDPR") and UK Data Protection Act 2018 and have updated this Privacy Notice accordingly.

### **Information collection and purpose for processing**

We collect and process your personal data through or in connection with this website in order to:

1. respond to queries or requests submitted by you;
2. provide you with updates and general information on the site and the activities of Micas Training Ltd. This may include contacting you by post and/or telephone and/or email. If you do not wish us to provide you with such updates and general information, please contact us as set out below.

The personal data we process may include your name, company, job title and email address. Except as set out in this Privacy Policy, we will not disclose any personally identifiable information without your permission unless we are legally entitled or required to do so (for example, if required to do so by legal process or for the purposes of prevention of fraud or other crime) or if we believe that such action is necessary to protect and/or defend our rights, property or personal safety and those of our users.

### **Source of your personal data**

We receive information about you from you when you submit it via this website. We do not receive or buy in lists of personal data from other sources.

### **Recipients of your data**

We do not pass on your information to any other party.

### **Automated decision making**

We do not undertake any automated decision making using your data, nor do we use your data for profiling or any other investigative purposes.

## **Security of your data**

We have taken all reasonable steps to ensure that we adapt Industry standard security protection systems to ensure the security of your data.

## **Your rights under GDPR**

You are entitled to ask about the data that is held about you, subject to certain exceptions. This is called a Subject Access Request (SAR). These should be made by emailing [carol@micastraining.co.uk](mailto:carol@micastraining.co.uk)

In addition, the GDPR provides the following rights for individuals: (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>)

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

You also have the right to complain to the Information Commissioners Office (ICO) if you are not satisfied with our handling of your requests about the protection of your data. To report a concern to the ICO please go to <https://ico.org.uk/concerns/>

If you would like to exercise any of your rights under GDPR, please email our Data Protection Officer at [carol@micastraining.co.uk](mailto:carol@micastraining.co.uk)

## **Collection of non-personal information**

We may automatically collect non-personal information about you such as the type of internet browsers you use or the website from which you linked to our site. You cannot be identified from this information and it is only used to assist us in providing an effective service on this website. We may occasionally supply third parties with this non-personal data for uses in connection with this site.

## **The use of Cookies**

You may store some information (commonly known as a "cookie") on your computer when you look at our site. We are able to read these cookies for information purposes when you revisit our website. The type of information we collect as a result of cookies being accepted by you is specific to your PC and includes your IP address, the date and time you visited the website, what parts of our website you visited and whether the web pages you requested are delivered successfully. This information is anonymous; it represents a computer rather than a person.

We use the cookie information to improve our knowledge of the use of our website and to enable us to be able to ascertain whether the website is operating at an optimal level. You can erase or block this information by changing the settings on your computer (please refer to your help screens or manuals). If you do erase or block this information you may not be able to utilise some features of the site.

## **Use of your personal information submitted to other websites**

We cannot be responsible for the privacy policies and practices of other websites even if:

- you accessed the third party web site using links from our website; or
- you linked to our website from a third party website.

We recommend that you check the policy of each site you visit and contact the owner or operator of such websites if you have any concerns or questions.

### **Will this Privacy Policy change?**

From time to time we may make changes to this Privacy Policy. If we make any substantial changes to this Privacy Policy and the way in which we use your personal data, we will post these changes on this page. Please check our Privacy Policy on a regular basis.

### **How to contact us**

If you have any queries which are not covered by this website Privacy Policy or any other comments about the site, then please contact us at [carol@micastraining.co.uk](mailto:carol@micastraining.co.uk)