

Shortest Path Training Limited Privacy Statement

Here at Shortest Path Training, we are committed to respecting and protecting your privacy.

This Document details when and why we may collect and hold information about you. It also explains how we use it and how we keep it secure.

It is important that the information we hold about you is accurate and up to date. Please let us know if your personal information changes by email or telephone at the below address.

Any questions regarding this Privacy Statement should be sent by email to info@shortestpathtraining.co.uk or by telephone 01223967100 or by Post to:

Data Protection Officer. Shortest Path Training Limited. Future Business Centre. Kings Hedges Road. Cambridge CB24HY

1. How and what type of information we collect

The Personal Information we hold may include your name, business address, phone number and email address. This is collected when you attend or organise a course with us or give us your details via email, telephone or in person.

What is the reason we collected this information?

- to carry out our obligations arising from any contracts entered into by you and us
- to send you communication such as our quarterly Newsletter which you have requested
- where we need to comply with a legal or regulatory obligation
- to assess ongoing training requirements
- to assist with ongoing training/admin support
- to process a job application

You can withdraw consent to marketing at any time by emailing us at info@shortestpathtraining.co.uk

2. Who has access to your information?

We do not sell, share or rent your information to third parties for marketing purposes.

We may pass your information to a third party working on our behalf for legal reasons such as financial/tax requirements. We will however only pass the amount of information that is needed for the particular task that they are undertaking.

We will not pass your information to third parties for marketing purposes and would only release information if you have given your express permission or we are required to do so by law.

3. Preferences

We will not contact you for marketing purposes by post, email, phone or text message unless you have given your prior consent.

You can change your marketing preferences at any time by contacting us by email: info@shortestpathtraining.co.uk or by telephone 01223967100

4. Safety and Security of your information

Appropriate security measures have been put in place by us to prevent your personal data from being lost, accessed, altered or released in an unauthorised way. We also limit access to personal data to employees and third parties who have a business need to know such data.

5. Data Retention

We will only retain your personal data for as long as is required to undertake the reason it was collected for.

The law requires us to keep some information for at least 6 years after a contract has ended.

6. Data Protection Act – Your Rights

Under certain circumstances you have the right to request:

access to your personal data

correction of your personal data

deletion of your personal data

restrict the processing of your personal data

restrict the processing of your personal data completely