

Privacy Notice for Website & Training Portal Users

This privacy notice applies between you, the User of this Website and or Training Portal and W R Swann & Co Limited, the owner and provider of this Website and or Training Portal. W R Swann & Co Limited takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected. **Please read this privacy notice carefully.**

We collect your Data when you contact us through the Website or when you register for our Training Portal by telephone, post, e-mail or through any other means, in accordance with this privacy notice and in order to answer your queries and respond to your comments.

When you access the Website we automatically collect some information about your visit, to help us make improvements to Website content and navigation; this includes your IP address, the dates, times and frequency with which you access the Website, and the way you use and interact with its content.

When you access the Training Portal we automatically collect some information to enable us to email your certificate after completion of the course and to keep you informed of course updates and re-validations.

Your Data is stored on secure servers.

We will only use your Data for the purposes stated above and, unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this privacy notice, or until you request that the Data be deleted.