

## Privacy Policy

### What information do we collect?

Some of our services require you to provide personal information, and we may ask you for contact details such as your name, email address and telephone number. Depending on the service we are delivering to you or your company, we may also ask for information about your employment.

### How do we use your personal information?

When you submit your personal information to us, we may use it for the following reasons:

- To deliver contracted services and products to meet your requirements.
- To inform you of in-house programmes and seminars.
- To follow up with you after correspondence (email, web or phone enquiries).

### How do we store and protect your information?

When we collect your information, we store it in compliance with the Data Protection Act 2018 (DPA 2018). This means:

- The information stored is only used for what it is intended for
- Your information should be correct and if not, it is updated accordingly
- Your information is only kept for as long as seen necessary and then it is removed
- Personal information is processed in compliance with your rights (see below)

Your information is stored securely and specific measures are taken to protect your information from loss, manipulation or unauthorised access. But please note that transmitting information over the internet is generally not completely secure, and we can't guarantee the security of your data.

Our website and online services are protected by firewalls to prevent your personal information from being stolen, destroyed or divulged to third parties. We employ the use of secure cloud-based systems to store data, and the only people who have direct access to your information are authorised Waverley Learning members of staff.

### What are your rights?

You have the right to request information about the personal information we hold on you. If your information is incorrect, incomplete or irrelevant, you can ask to have the information updated or removed.

You also have the right to withdraw your consent to us using the information for marketing purposes. To do this, please let us know about your information preferences, either unsubscribe from emails or get in touch either by email enquiries@waverleylearning.co.uk or by writing to us at:

Waverley Learning Ltd  
Waverley Abbey House  
Waverley Lane  
Farnham  
Surrey, GU9 8EP

### Links from our website

Our website may contain links to other websites. However, once you have used these links to leave our site, you should note that we do not have any control over the other websites and are not responsible for the privacy practices of other such websites.