

## HM Training & Consultancy PRIVACY POLICY

### Who we are

In this privacy policy references to “we”, “us” and “our” are to [HM Training & Consultancy](http://www.hmtraining.co.uk). References to “our Website” or “the Website” are to [www.hmtraining.co.uk](http://www.hmtraining.co.uk).

### What information we collect and how

The information we collect via the Website may include:

1. Any personal details you knowingly provide us with through our Contact form and our email, such as name, address, telephone number etc.
2. Your interests and use of email updates, recorded by emails we send you (if you select to receive email updates on our services and offers).
3. Your IP Address, this is a string of numbers unique to your computer that is recorded by our web server when you request any page or component on the Website. This information is used to monitor your usage of our Website.
4. Data recorded by our Website which allows us to recognise you and your preferred settings and saves you from re-entering information on return visits to our site. Such data is recorded locally on your computer through the use of cookies. Most browsers can be programmed to reject, or warn you before downloading cookies, information regarding this may be found in your browsers ‘help’ facility.

### What we do with your information

Any personal information we collect from this website will be used in accordance with the Data Protection Act 1998 and other applicable laws. The details we collect will be used:

1. To provide you with information on the services you have selected as being of interest to you and to provide after sales service.
2. In certain cases we may use your email address to send you information on new services/offers, *unless* you have stated that you do not wish to receive this information.

We may need to pass the information we collect to others for administrative purposes - for example our Associates. We may also use third parties to carry out specific activities, such as processing and sorting data, monitoring how customers use our Website and issuing our e-mails for us. Third parties **will not** be allowed to use your personal information for their own purposes.

## Your Rights

If you have any questions about the way we handle or protect your personal data, or questions about your rights under this privacy policy, please write to us at the following address:

The Data Protection Officer  
HM Training & Consultancy  
35 Stanhome Drive  
West Bridgford  
Nottingham  
NG2 7FP

## Other Websites

This privacy policy only covers this website. Any other websites which may be linked to by our website are subject to their own policy, which may differ from ours.