



4D Training

4D Training Privacy & Cookies Policy

Revision 20 May 2018

4D L&D Ltd t/a 4D Training considers data protection and security seriously and only use your personal data on relevant lawful grounds as permitted by the EU General Data Protection Regulation (from 25 May 2018)/UK Data Protection Act and Privacy of Electronic Communication Regulation.

4D Training are strongly committed to protecting privacy. This Privacy Policy tells you how we use the personal information that we gather from you, or that you provide to us.

Information We Collect

In order to provide you with our services, we need to collect some personal information from you. This is collected in a number of ways:

- through forms on our website
- if you make an enquiry or booking for one of our training courses via telephone, or email
- via a referral from your line manager or a nominated person within your organisation
- when you communicate with us for any reason, including by email, postal mail or telephone.

If your or your nominated representative provide information to us, 4D Training consider this to be confirmation of your consent to us, in order that we may use that information to provide a service to you.

Use of Cookies

We use cookies to enable you to navigate more easily around our website and to gather analytics information. We use Google analytics within our websites to monitor how our visitors use it and how they found it. This is done so that we can see total (not individual) statistics on which content users access most frequently. The cookies also tell us if you have visited the site before and how many individual users our website has. This does not constitute personal data as we cannot identify individuals – the data is used for statistical purposes only.

This information helps us to make our website more engaging and allows us to tailor our content to suit our audience.

Occasionally we may have links to other relevant websites and/or social media on our website. These services may leave cookies on your computer when you use them, especially if you are already logged in to their service. 4D Training cannot access these cookies nor control their use. Similarly, these 3rd party services cannot access 4D Training's session or analytics cookies.

If you do not wish to accept cookies, you can set your own cookie preferences on your computer.

Use of Your Information

The information that we collect and store about you is used only to help us provide services to you and to enable us to communicate about subjects of legitimate interest with you.

We may use your data to inform you of any relevant updates or courses which relate to your continuing professional development (CPD).



Storing Your Personal Data

The personal information you provided to us is stored securely.

Please note that the transmission of information via the internet (including email) is not completely secure and therefore, although we try our best to protect the personal information you provide to us, we cannot guarantee the security of data sent to us electronically and the transmission of such data is therefore entirely at your own risk.

Disclosing Your Information

We may need to disclose your personal information to:

- any third party we contract to act on our behalf, including contractors who are providing a training course on our behalf
- professional organisations who are responsible for issuing an accreditation for your completed training
- partners with whom we work to provide services
- any law enforcement agency, court, regulator, government authority or other third party where it is necessary to comply with a legal or regulatory obligation, or otherwise to protect our rights or the rights of any third party
- **we will never supply your data to any third party organisation for marketing purposes.**

When we do share your information with other parties, we will do so in a manner which complies with the GDPR. This means we will:

- have data sharing agreements in place with all third parties, and ensure that they have mechanisms in place to comply with GDPR and keep your data safe
- use encrypted spreadsheets when we share information electronically with third parties
- Only share information which is relevant to the service we are providing, for example we would not share dietary requirements unless it is a training event where lunch is provided.

Third Party Links

You might find links to third party websites on our website or within the documentation we provide to you.

If you access other websites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their own privacy policies which you should review.

We cannot accept any responsibility or liability for their policies as we have no control over them.

Social Networking

In the future, our website may allow you to share or follow information about us such as blogs and special offers using third party social networking (i.e. "share this", "like" or "follow" buttons).

We may offer this as part of our marketing strategy to generate interest in 4D Training. Sharing personal or non-personal information with a social network may result in that information being collected by the social network provider and being made visible to the public, including through Internet search engines.



4D Training

Please note that we do not endorse any social networking platforms, nor do we control their policies or practices.

You should always read the privacy policy of any social network through which you share information carefully in order to understand their specific privacy and the way they use your information. It is advisable to set your own preferences on how your information can be viewed on social networks.

Internet-based Transfers

The internet is of course a global digital environment, therefore, using the Internet to collect and process personal information may involve transmitting this personal information on an international basis. If you browse our website and enter into any electronic communication with us, you acknowledge that we process personal information in this way. However, we will endeavour to protect all personal information collected through our website in order to comply with strict data protection standards.

Access to Information

Should you wish to access or update the personal information that we hold about you, please contact us using the contact details below.

Contacting Us

Please get in touch if you have any queries, comments or requests about this privacy policy. You can call us on 01483 836183 or email info@4dtraining.co.uk.

Your Consent

By using our website or services, you consent to the collection and use of information as outlined within this document.

Changes to the Privacy Policy

We may change this Privacy Policy from time to time by updating this document. A copy will be held on our website www.4dtraining.co.uk