

This privacy policy sets out how HIT Training Ltd uses and protects any information that you give us when you use this website.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information which you can be identified by when using this website, then please be assured that it will only be used in accordance with this privacy statement.

**HIT** Training Ltd may change this policy from time to time by updating this page. Please check this page occasionally to make sure you are happy with any changes. This policy is effective from 9 October 2008.

### What we collect

We may collect the following information:

- Your name and job title
- Contact information including your email address
- Demographic information such as postcode and interests
- Other information relevant to helping us improve our service to you or which we might need to know from a prospective employee

### What we do with the information we gather

We need this information to understand your needs and provide you with a better service, for a number of reasons including:

- Improving our products and services
- To update you on areas we think you might be interested in, such as changes in legislation, letting you know about new qualifications or other information
- From time to time, we may also use your information to contact you for market research purposes either by email, phone or post.
- We may use the information to customise the website according to your interests
- Use the information when you've applied for a position to assess your suitability for the post

### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### How we use cookies

A cookie is a small file which asks your permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"), which uses cookies. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services for us relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

You can choose to accept or decline cookies by selecting the appropriate settings on your browser, however if you do this you may not be able to use the full functionality of this website.

### Links to other websites

You can restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to let us know you don't want the information to be used by us for direct marketing purposes.
- If you've previously said we can use your information for direct marketing purposes and you'd like to change your mind, you can let us know by emailing us at [info@hittraining.co.uk](mailto:info@hittraining.co.uk)

We don't ever give your information to third parties unless we are required to by law. You can request details of personal information we hold about you under the Data Protection Act 1998. A small fee will be payable. If you'd like a copy of the information held about you, please write to us at HIT Training Ltd, 85 Dyke Road Avenue, Hove, BN3 6DA, if you think any information we hold about you is incorrect, let us know and we'll quickly correct it.