



AURELIA
OPERATOR TRAINING

Aurelia Ltd - Privacy Policy

This privacy policy applies between you, the user of this website and Aurelia Ltd, the owner and provider of this website. Aurelia Ltd takes the privacy of your information very seriously. This privacy policy applies to our use of any and all data collected by us or provided by you in relation to your use of the website. **Please read this privacy policy carefully.**

Definitions and interpretation

1. In this privacy policy, the following definitions are used:

Data	collectively all information that you submit to Aurelia Ltd via the website. This definition incorporates, where applicable, the definitions provided in the Data Protection Act 1998 and General Data Protection Regulations 2018;
Aurelia Ltd, we or us	Aurelia Ltd, a company incorporated in England and Wales with registered number 3809230 whose registered office is at Aurelia Barn, Heath Road, Ixworth, Suffolk, IP31 2JP; We are the data controller for the purposes of the Data Protection Act 1998 and General Data Protection Regulations 2018.
User or you	any third party that accesses the website and is not either (i) employed by Aurelia Ltd and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to Aurelia Ltd and accessing the website in connection with the provision of such services;
Website	the website that you are currently using, www.aureliatraining.co.uk , and any sub-domains of this site unless expressly excluded by their own terms and conditions

2. In this privacy policy, unless the context requires a different interpretation

- a. the singular includes the plural and vice versa;
- b. references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this privacy policy;
- c. a reference to a person including firms, companies, government entities, trusts and partnerships;
- d. "including" is understood to mean "including without limitation";
- e. reference to any statutory provision includes any modification or amendment of it;
- f. the headings and sub-headings do not form part of this privacy policy.

3. Scope of this privacy policy

This privacy policy applies only to the actions of Aurelia Ltd and users with respect to this website. It does not extend to any websites that can be accessed from this website including, but not limited to, any links we may provide to social media websites.

4. Data Collected

We may collect the following data, which includes personal data, from you:

- a. Name
- b. Contact information such as email addresses and telephone numbers;

5. Our use of data

- a. To access your suitability for training requirements
- b. Statutory legal requirements
- c. Invoicing and payments
- d. Requirements for relevant accredited training providers
- e. We will use your data for marketing with your permission

6. Data Sharing

- a. Relevant accredited training boards
- b. HMRC & pension provider, other government bodies

We do not transfer personal data outside EU

7. Data Storage

Data is stored both in manual and electronic systems

- Manual storage is locked securely, with limited access to storage
- Electronic storage are password protected that are changed on a regular basis

8. Data Retention

Aurelia Ltd will hold information for as long as it is necessary to comply with our statutory and contractual obligations and in accordance with our legitimate interest as a data controller.

9. Security

- a. The security of all data is very important to Aurelia Ltd
- b. All our software systems require login profile and passwords.
- c. The premises are locked and secured
- d. We will ensure that we have in place appropriate technical and organisation measures to prevent unauthorised or unlawful processing of data and against loss or damage

10. Third party websites and services

- a. Aurelia Ltd may, from time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the website. The providers of such services have access to certain personal data provided by users of this website.
- b. Any data used by such parties is used only to the extent required by them to perform the services that we request. Any use for other purposes is strictly prohibited. Furthermore, any data that is processed by third parties will be processed within the terms of this privacy policy and in accordance with the Data Protection Act 1998 and General Data Protection Regulations 2018.

11. Links to other websites

This website may, from time to time, provide links to other websites. We have no control over such website and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

12. Your Rights

- a. You can request a copy of the information we hold on you by writing to Aurelia Ltd. There is no charge for this.
- b. You have the right to request in writing the deletion of your data, Aurelia Ltd will delete all but statutory data within 30 days of request. We will write to you to confirm the data removal and list of data that has been kept for legal reasons.
- c. You have the right to complain to the ICO (the supervising body)
- d. You have the right to correct any information we may hold

13. General

- a. Aurelia Ltd may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of Aurelia Ltd. Data provided by users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the data for the purposes for which it was originally supplied to us.
- b. We may also disclose data to a prospective purchaser of our business or any part of it.
- c. In the above instances, we will take steps with the aim of ensuring your privacy is protected

14. Changes to this privacy policy

Aurelia Ltd reserves the right to change this privacy policy as we deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the website and you are deemed to have accepted the terms of the privacy policy on your first use of the website following alterations.

This Privacy Policy was last modified on 10th May 2018

You may contact Aurelia Ltd by email at info@aureliatraining.co.uk