

## Access Training Ltd – Privacy Policy

We at Access Training Limited Limited ("Access") are constantly striving to provide excellent service to our customers and business partners, while building long-lasting relationships with them. To achieve these goals, we occasionally need information about you when you visit our website.

When you visit our Website, you may be providing Access Training Limited with information about your visit in two ways:

- Statistics collected as you browse
- Organisational and personal information you knowingly give us.

Because Access Training Limited respects your right to privacy, we want you to be aware of how we handle this information.

### Our Commitment to Your Privacy

Access Training Limited assures you that we do not:

- Sell the names and addresses of our users to outside vendors.

Access Training Limited does:

- Safeguard user information from unauthorised access
- Collect, maintain and use information as necessary to provide targeted products and services to meet user needs
- Honour user requests to be removed from our telephone, fax or mail lists in a timely manner
- Maintain confidentiality of user information when undertaking projects with other companies.

Access Training Limited has always valued your privacy, and we reinforce this belief throughout our organisation. Your information will be protected as described unless the specific web page says otherwise. If you have further questions about our privacy policy, please **contact us**.

### Information this Site Gathers/Tracks

#### Statistics Collected as You Browse Our Website

As you browse the site, our web server collects information about your visit (not about you personally), so that we can monitor statistics such as:

- How many people visit our website
- Which pages people visit on our website
- From which domains our visitors come (e.g. "yahoo.com," "aol.com")
- Which browsers people use to visit our website.

While we gather this information, none of it is associated with you as an individual. We use these statistics to improve our website, to monitor its performance, and to make it easier for you and other visitors to use.

## **Organisational and Personal Information You Knowingly Give Us**

Within our website, you may be asked to give us personal or organisational information in order to receive information about a product or service. This information may range from your postcode to a specific phone number, email address, mailing address, or organisation URL.

## **Use of the Information this Site Gathers/Tracks**

### **Your IP Address and Host Name**

Access Training Limited Website logs Host Names (or IP addresses when the Host Name is not available) for systems administration and security purposes. These logs are monitored and analysed to maintain systems and information security and allow us to constantly improve the value and the availability of the web content.

### **Subscriptions to our Newsfeed**

We encourage all visitors to subscribe to our Newsfeed, in order to be kept up to date with news as it is posted to the website. You may unsubscribe at any time.

### **Cookies**

A cookie is a small, encrypted data string our server writes to your hard drive that contains your unique Access Training Limited User ID. We use cookies to deliver web content specific to your interests. A cookie cannot be used to access or otherwise compromise the data on your hard drive. You can choose to change your browser settings to disable cookies if you do not want us to establish and maintain a unique Access Training Limited User ID. Please be aware that cookies may be required to complete certain functions on our Website.

### **Sharing of the Information this Site Gathers/Tracks**

The information you submit may be shared with third parties if it is necessary to complete your request, or as required by law.

### **Links to Other Sites**

The Access Training Limited website contains links to other Websites. Please be aware that our privacy policy does not apply to these other sites.

### **Correcting/Update Policy**

If you would like to correct and/or update your account information, please contact us direct.

### **Oversight**

If you have comments or questions about our privacy policy, please contact us direct. We will address any issue to the best of our abilities.