

## MEHAN TRAINING PRIVACY POLICY

This Privacy Policy (the “Privacy Policy”) sets out how Mehan Educational Development Ltd (trading as Mehan Training) (“Mehan Training”) uses and protects any information that you give Mehan Training when you use this website.

Mehan Training takes your privacy very seriously. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this Privacy Policy. We are the sole owner of all information and personal data collected through this website.

We ask that you read this Privacy Policy carefully. Mehan Training may change this Privacy Policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This Privacy Policy is effective from 11th February 2013.

Mehan Training’s registered office is Oakleigh, The Avenue, West Wickham, BR4 0DY.

This Privacy Policy applies to information we collect about:

- visitors to our website
- people who do business with us or who enquire about our services.

### **1 The information we collect about you**

When you do business with us or enquire about our services we may collect the following personal information from you:

- 1.1 name and job title
- 1.2 postal address, email address and telephone number
- 1.3 information such as preferences and interests.

### **2 How we will use the information about you**

We gather this information to allow us to understand your needs and provide the services requested. The relevant information is then used by us to communicate with you on any matter relating to the conduct of your instructions in general. We also require this information for internal record keeping and we may use the information to improve our products and services. If you agree, we may also contact you about other products and services we think may be of interest to you.

### **3 Marketing**

We may also wish to provide you with information about special features of our website or any other service we think may be of interest to you. If you would rather not receive this information, please send an email message to [info@mehantraining.com](mailto:info@mehantraining.com). If you agree to us providing you with marketing information, you can always opt out at a later date.

### **4 Cookies and other information-gathering technologies**

4.1 Our website may use cookies. Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. These cookies allow us to distinguish you from other users of the website which helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

4.2 We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

4.3 Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

4.4 You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

### **5 How we protect your information**

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.

We will use all reasonable efforts to safeguard your personal information. However, you should be aware that the use of the Internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet.

## **6 Access to your information and updating and correcting your information**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please send an email to [vivek@mehantraining.com](mailto:vivek@mehantraining.com) or send a letter to Vivek Mehan, Oakleigh, The Avenue, West Wickham, BR4 0DY. We may make a small charge for this service.

We want to ensure that your personal information is accurate and up to date. If any of the information that you have provided to Mehan Training changes, for example if you change your email address or name, please let us know the correct details by sending an email to [vivek@mehantraining.com](mailto:vivek@mehantraining.com) or send a letter to Vivek Mehan, Oakleigh, The Avenue, West Wickham, BR4 0DY. You may ask us, or we may ask you, to correct information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate.

## **7 Your consent**

By submitting your personal information you consent to the use of that information as set out in this Privacy Policy.

## **8 Links to other websites**

Our website may contain links or references to external third party websites. This Privacy Policy applies only to this website so when you access links to other websites you should read their own privacy policies. Once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites.

## **9 How to contact Mehan Training**

We welcome your views about our website and our Privacy Policy. If you would like to contact us with any queries or comments please send an email to [vivek@mehantraining.com](mailto:vivek@mehantraining.com) or send a letter to Vivek Mehan, Oakleigh, The Avenue, West Wickham, BR4 0DY.