

		
	ELS POLICIES & PROCEDURES	ISSUE : 1.0
ISSUED BY: Cath Convery	Privacy Policy	ISSUE DATE: November 2021

Privacy policy

ELS is committed to protecting the privacy of your personal details and we will never release those details to any outside company for their mailing or marketing purposes. All personal information is treated as confidential and kept on a secure server. There are times when we will need to share your information with our trusted service providers, these include exam boards, trainers on our courses and recruitment portals. When we engage with a third party provider we will only provide them with the essential information needed in connection with their duties to perform such functions.

ELS and their technology partners, comply with the Data Protection Act 1998, and General Data Protection Regulations.

What personal data do we collect?

Course registrations

In order to allow us to process your course booking we will need to know some details about you, such as your name, company, email address and payment card details, (unless you are requesting an invoice to be issued). Where a course is valid for a specific time period we may contact you to remind you when renewal training is required or when follow on training becomes available. For details of the privacy statements of all our exam boards please refer to the relevant exam board website.

Marketing

We would like to send you information on our courses and services which may be of interest to you. If you have consented to receive marketing you may opt out at any time.

Associate details

When you register as an associate with ELS you are consenting to ELS holding personal details including your CV on our database for the purpose of matching you to relevant job opportunities. These details may be shared on a semi-anonymous basis with potential clients and recruitment partners.

Accessing, rectifying and deleting personal data

You have the right to have any information corrected if it is inaccurate. You also have the right to request that all information about you is erased. To ensure we do not contact you again we will only hold essential information in an archive file. To view any information you have disclosed or to request that the information we hold is



erased please email info@explosivelearningsolutions.com or write to the Data Protection Officer Explosive Learning Solutions Ltd, 4 The Terrace, Library Avenue, Harwell Science and Innovation Park, Harwell. OX11 0SG

Data Retention

We will retain your information for as long as our services are relevant to you or until you request that we erase your information.

Outbound Links

This site may contain links to other websites. We are not responsible for the privacy practices of these and you should read their own privacy policies. The policy described here, applies only to personal data collected by us.

Security

Unfortunately, no data transmission over the Internet is guaranteed 100% secure, but we do take appropriate steps to protect the security of your personal data.

Updating of this policy

Our privacy policy may change at any time, so you may wish to check it each time you visit our website.

Cookie Policy

This site uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics.

As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser.

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