

## Privacy Policy

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Johnson Training Ltd respects your privacy and is committed to protecting your personal data. This Privacy Policy explains how we collect, use and protect your information when you use [www.johnsontraining.co.uk](http://www.johnsontraining.co.uk) or contact us.

### Who We Are

The data controller is:

#### **Johnson Training Ltd**

5 Turnstone Close

Leigh

WN7 1LE

United Kingdom

Email: [info@johnsontraining.co.uk](mailto:info@johnsontraining.co.uk)

Website: [www.johnsontraining.co.uk](http://www.johnsontraining.co.uk)

### Information We Collect

We may collect personal information that you provide to us, including your:

- name;
- email address;
- telephone number;
- address, where relevant;
- training or service enquiries; and
- correspondence with us.

Our website and hosting systems may also automatically record technical information such as your IP address, browser/device information, pages requested and the date and time of your visit.

We do **not** use Google Analytics or Google AdSense.

### How We Use Your Information

We may use your information to:

- respond to enquiries;
- provide and administer training courses and other services;
- manage bookings and customer records;
- operate, maintain and secure our website;
- comply with legal, tax and accounting requirements; and

- communicate with you about our services where permitted by law.

Under UK data protection law, we process personal data where necessary to perform a **contract**, comply with a **legal obligation**, pursue our **legitimate interests**, or where you have given your **consent**.

### **Cookies and Server Logs**

Our website may use cookies that are necessary for its operation and security. We do not use Google Analytics or Google AdSense cookies.

Our website hosting systems may also maintain server logs containing information such as IP addresses, browser information, requested pages and dates and times of visits. This information may be used for security, maintenance and troubleshooting.

If we introduce non-essential analytics or advertising cookies in the future, we will update this Privacy Policy and obtain consent where required.

### **Sharing Your Information**

We do **not** sell your personal information.

Where necessary, we may share information with trusted service providers that support our business, such as website hosting, IT, email, payment or professional service providers. We may also disclose information where required by law.

If personal data is transferred outside the UK, we will ensure appropriate safeguards are in place as required by UK data protection law.

### **Data Retention and Security**

We keep personal information only for as long as reasonably necessary for the purpose for which it was collected and to meet any legal, accounting or regulatory requirements.

We take appropriate technical and organisational measures to protect personal information against unauthorised access, loss, alteration or disclosure. When information is no longer required, it will be securely deleted, anonymised or otherwise disposed of.

### **Your Data Protection Rights**

Under UK data protection law, depending on the circumstances, you may have the right to:

- access your personal data;
- correct inaccurate information;
- request deletion of your information;
- restrict or object to processing;
- request data portability; and
- withdraw consent where processing is based on consent.

You have the right to **object to direct marketing at any time**.

To exercise your rights, contact [info@johnsontraining.co.uk](mailto:info@johnsontraining.co.uk).

## Marketing

Where permitted by law, we may contact you about relevant Johnson Training services. Where consent is required, we will obtain it first.

You can opt out of marketing communications at any time by using the unsubscribe option provided or contacting [info@johnsontraining.co.uk](mailto:info@johnsontraining.co.uk).

## Third-Party Websites

Our website may contain links to third-party websites. We are not responsible for their privacy practices, so you should review their privacy policies when visiting them.

## Complaints

If you have concerns about how we handle your personal information, please contact us at [info@johnsontraining.co.uk](mailto:info@johnsontraining.co.uk).

You also have the right to complain to the **Information Commissioner's Office (ICO)**, the UK's data protection regulator. Further information is available at [www.ico.org.uk](http://www.ico.org.uk).

## Changes to This Policy

We may update this Privacy Policy when our services, website or legal obligations change. The latest version will be published on our website with an updated revision date.

## Contact

### Johnson Training Ltd

5 Turnstone Close

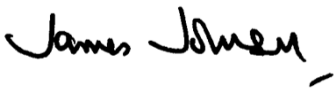
Leigh

WN7 1LE

United Kingdom

**Email:** [info@johnsontraining.co.uk](mailto:info@johnsontraining.co.uk)

**Website:** [www.johnsontraining.co.uk](http://www.johnsontraining.co.uk)

|            |                                                                                      |
|------------|--------------------------------------------------------------------------------------|
| Name:      | James Johnson                                                                        |
| Position:  | Managing Director                                                                    |
| Signature: |  |
| Date:      | 30 10 2018                                                                           |

| Review date                                      | Reviewed by: | Comments                     | Version |
|--------------------------------------------------|--------------|------------------------------|---------|
| 30 10 2018                                       | JJ           | No changes required          | 2       |
| 30 10 2019                                       | JJ           | No changes required          | 2       |
| 29 10 2020                                       | JJ           | No changes required          | 2       |
| 30/10/2021                                       | JJ           | No Change required           | 2       |
| 30/10/2022                                       | JJ           | No Change required           | 2       |
| 30/10/2023                                       | JJ           | No Change required           | 2       |
| 29/08/2024                                       | MJ           | No Change required           | 2       |
| 01/09/2025                                       | MJ           | No change required           | 2       |
| 0/09/2026                                        | MJ           | Policy reviewed and updated. | 3       |
| The next policy review date is <b>01 09 2027</b> |              |                              |         |