

Privacy Policy

Training Tracker and

The Multimedia Design Studio Limited

The purpose of this policy is to explain to you how we control, process, handle and protect your personal information, including your rights under current laws and regulations.

We will only collect, keep, use and share personal data for legitimate business purposes as explained below or if we're legally required to do so.

1. Who we are

Training Tracker is a tradename of The Multimedia Design Studio Limited (registered in England and Wales as company number 03162170).

Our registered office is The Multimedia Design Studio Limited, 2 New Road, St Ives, Cambridgeshire, PE27 3BG.

2. Information we may collect from you

Some examples of the type of information we may collect and hold about you are as follows:

- full name
- gender
- job title
- work postal address
- work telephone number(s)
- work email address
- personal email and telephone number if you use them to correspond with us
- records of your correspondence with us
- information you enter into our website contact form

We do not collect sensitive data

3. Why we process this information

- To provide you with information, products or services that you request from us
- To provide you with information, products, services or events that we believe would interest you
- To carry out our obligations arising from any contracts entered into between you and us.
- To notify you about changes to our service
- To keep a record of our relationship with you

4. How we collect personal data

- Information that you provide by filling in forms on our product or service website.
- Directly when you engage with us about our product or services through, telephone conversations, emails and face to face meetings including trade fairs and conferences.

We may combine personal information with publically available information, including social media services such as linkedin.

5. Lawful basis for collecting personal data?

The lawful basis for processing your personal data is based on **Consent, Contract** and **Legitimate interests**.

6. Data Sharing

We limit access to your personal data to those employees, agents, and other third parties who have a business need to know.

7. Retention of information

We will maintain records of your personal data:

- if you have completed a project with The Multimedia Design Studio in the last 5 years;
- or for as long as is necessary to provide our services to you.

At the end of that retention period, your data will be deleted.

We will retain your name and email address to ensure that you are not contacted again if you have chosen not to be contacted again.

8. Information collected from website

- Information that you provide by filling in forms on our product or service website.
- Information derived from cookies placed by Google Analytics – see separate cookie policy

9. Your rights in relation to personal data

You have a right to withdraw consent for your personal data to be processed.

Should you feel that the personal information we hold about you is incorrect or inaccurate, you have the right to request that we rectify this.

You have the right to request from us all personal information that we hold that relates to you.

You have the right to request that we delete any personal information that we hold on you.

You can exercise these rights at any time by contacting us.

If you have received a marketing email from us you can opt-out from receiving further emails by clicking the option at the bottom of the email.

If you have a complaint about the way in which we use your personal information you have the right to complain to the Information Commissioner www.ico.org.uk.

10. Keeping personal data safe

The security of your personal data is very important to us and we are committed to ensuring that there are appropriate technical controls in place to protect it.

11. Changes to our privacy notice

We will update this privacy notice from time to time to reflect changes legislation or in our business.

All such changes will be posted to the websites, and if we consider it to be appropriate we will notify subscribers of any material changes by email.

12. Contacting us

If you would like to exercise your rights regarding the information we hold about you, or if you have any other queries or complaints in relation to this Privacy Notice, our contact details are as follows:

The Multimedia Design Studio Limited, 2 New Road, St Ives, Cambridgeshire, PE27 5BG

telephone: 01480-494515

email: contact@trainingtracker.co.uk

13. Further information

For further information see the Information Commissioner's guidance here <https://ico.org.uk/your-data-matters/your-right-of-access/>.

Updated May 2018.