



Privacy Policy

This privacy policy sets out how Heads Up Training Services Ltd uses and protects any information that you may provide us with when you use the Heads Up Training Services website. We are committed to ensuring that your privacy is protected. Personal Information that is collected by us when using this website will only be used in accordance with this privacy statement.

Information we may collect

Name
Address
Email address
Contact phone numbers
Business you work for and job title

What we do with this information

Information you provide is used by us to provide a better service. Information will be used for:
Internal record keeping
Certification Claims to awarding bodies
Improvement of Services
Promotional emails about new services and refresher training
Market research purposes
We may on occasions contact you by email, phone, or post.

Security

Heads Up Training Services Ltd are committed to ensuring that your personal information is secure. This website has suitable physical, electronic and managerial procedures to safeguard and secure the information collected on it to prevent unauthorised access.

If you wish to restrict the use of your personal information please tick the box when prompted on the booking form. If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by contacting us. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR).

If you would like a copy of the information held on you please write to Heads Up Training Services Ltd, 9 Viceroy Road, Southampton, Hampshire SO19 8FJ.

If you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Heads Up Training Services Ltd may update this policy from time to time. Please check this page to ensure that you are happy with any changes.