

We are committed to safeguarding the privacy of our clients and website visitors. This policy sets out how we will treat your personal information.

What information may we collect?

We may collect, store and use the following kinds of personal data:

- Information about your computer and your visits to and use of this website, such as your geographical location, IP address, browser type, referral source, length of visit and number of page views.
- Information relating to any purchases of services or goods, information you provide to us in the course of your training and registering with us.
- Information you provide to us for the purpose of subscribing to our website services, email notifications and or newsletters, or any information that you choose to send to us.

Cookies

We may use cookies on this website. A cookie is a text file sent by a web server to a web browser and stored by the browser. The text file is then sent back to the server each time the browser requests a page for the server. This enables the web server to identify and track the web browser.

We may send a cookie which may be stored by your browser on your computer's hard drive. We may use the information we obtain from the cookie in the administration and optimisation of our website to improve our websites usability and for marketing purposes. We may also use that information to recognise your computer when you visit our website and to personalise our website for you.

Most browsers allow you to refuse to accept cookies (in the internet options settings). Selecting to block all cookies may affect the usability you experience on visiting many websites including this one.

We will be using Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by using cookies which are stored as mentioned above on the user's computer, This information is used to create reports about use of our website. Google will store this information. For their Privacy Policy please visit:

<http://www.google.com/privacypolicy.html>

Using your personal Data

Personal Data received by us via the website, email or other means will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- Administer the website and improve your browsing experience by personalising the website, or to enable your use of the services available on the website.
- To send to you goods purchased via the website, and supply to you services purchased via the website, send statements and invoices to you, and collect payments from you.
- Send you general (non-marketing) commercial communications, send you email notifications which you have specifically requested and notification of certification renewal when appropriate.

- Send you our newsletter and other marketing communications (relating to our business, or the businesses of carefully-selected third parties which we think may be of interest to you by post, or where you have specifically agreed to this, by email or similar technology. You can inform us at any time if you no longer require marketing communications to be sent by emailing us at: enquiries@cqms-ltd.com
- And to deal with enquiries and complaints made by or about you relating to the website.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

Other disclosures

In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this privacy policy, we may disclose information about you:

- To governing bodies such as the HSE, where we are required to do so by law
- In connection with any legal proceedings or prospective legal proceeding
- In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); and to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling.
- Except as provided in this privacy policy, we will not provide your information to third parties.

Security of your personal data

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

Your rights

You may instruct us to provide you with any personal information we hold about you.

You may instruct us not to process your personal data for marketing purposes by emailing us at enquiries@cqms-ltd.com

Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

Contact

If you have any questions about this privacy policy or our treatment of your personal data, please write to us by email: enquiries@cqms-ltd.com