

## **Privacy policy**

This privacy policy explains how:

Airport House

Helena 3

Croydon

CR0 0XZ

uses information about current and prospective customers.

Our privacy policy explains:

- what information do we collect about you?
- how will we use the information about you?
- access to your information, correction, and deletion
- sharing your personal data
- cookies
- changes to our privacy policy
- how to contact us

We have tried to keep it as simple as possible, but if you are not familiar with terms, or if you have any questions, please contact us.

### **What information do we hold about you?**

We hold information that you have provided to us directly via our website, via direct contact with one of our employees or associates, or via one of our partners such as an event management company (if you have provided consent for them to pass on your details to Vasave). This can include your full name, job title, business email and postal addresses and business phone numbers. We also collect information when you buy our services, and when you provide feedback.

### **Sharing your personal data**

We may need to share your personal data with our employees, agencies, suppliers (including any intermediaries or other product providers involved in the delivery of your training) to deliver and administer your training.

We would also use your personal data in any legal proceedings. We are required by law to disclose your personal data to law enforcement agencies in connection with any investigation to prevent unlawful activity.

We will never disclose your personal data to any third parties for the purposes of marketing, nor will we transfer the information to another country.

## **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

However, in a few cases some of our website features may not function as a result.

Changes to our privacy policy

We keep our privacy policy under regular review, and we will place any updates on this web page.

This privacy policy was last updated in June 2021.