

## PRIVACY POLICY

Effective date: 09 August 2021

### 1. Using your personal information

Personal information submitted to us via this website 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: a) send you email information which you have specifically requested; b) 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.

### 2. Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. We will inform you by email when we make any changes.

### 3. Data handlers

#### 3.1. Data controller details

DoTraining and Performance LTD, First Floor, Telecom House, 125-135 Preston Road, Brighton, East Sussex, United Kingdom, BN1 6AF.

#### 3.2. Data processors

There are additional third-party service providers who host and manage the hardware environment on which the website data is stored. They do not have access to your data in the normal running of the service. If there is a specific need for maintenance or troubleshooting, DoTraining and Performance LTD as Data Controller may grant them one-off access to maintain the data.

### 4. Contact

If you have any questions about this privacy policy or our treatment of your personal information, please write to us by email to [duncan@dotraining.co.uk](mailto:duncan@dotraining.co.uk) or by post to: DoTraining and Performance LTD, First Floor, Telecom House, 125-135 Preston Road, Brighton, East Sussex, United Kingdom, BN1 6AF.

### 5. Your rights

You may instruct us to provide you with any personal information we hold about you or to delete the information we hold. To do this please email [duncan@dotraining.co.uk](mailto:duncan@dotraining.co.uk) or write to: DoTraining and Performance LTD, First Floor, Telecom House, 125-135 Preston Road, Brighton, East Sussex, United Kingdom, BN1 6AF. You can unsubscribe from our email list at any time by sending an email request to: [duncan@dotraining.co.uk](mailto:duncan@dotraining.co.uk)