

Health and Safety Training Services (HSTS) Privacy Policy

At HSTS we take your privacy very seriously and are committed to protecting the security of your personal information.

This Policy explains how we may collect and use the information you give us, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you agree to be bound by this Policy.

We only collect personal information necessary to enable us to carry out training courses, produce certificates of competence and send reminders when your qualification is due to expire.

This can include:

- Name and contact information. We may collect your first and last name, title, job title and company name, email address, postal address, phone number and other similar contact data.
- We collect data necessary to process your payment for the services provided, for example credit card, number or bank account number and the security code associated with your payment card.

We will not sell or share your information with third parties.

Our database is passworded as is the computer on which it is held. Paper files from courses are kept in a locked cabinet in our alarmed premises.

You have the right to ask to provide you with the information we hold and the right to ask us to delete it.