



Privacy and Cookies Policy

This policy (together with our terms & conditions) and any other documents referred to on it, sets out the basis on which any personal data we collect from you, or that you provide to us, via our mytrainingpassport.net, myassetpassport.net and my trainingprovider.net sites (our sites) will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Data we receive or collect

When your company first registers as a user and we set up your account we collect some Personal Information about you such as:

- your full name, work telephone number, work email address, photo and DOB/NI Number if applicable
- a unique user ID which is automatically assigned to you upon registration
- training information and certificates
- your IP Address
- other information submitted by you or your representatives via various methods (phone, email, online forms, surveys, in-person meetings, etc.)
- your company billing address and any necessary other information to complete any financial transaction.
- data from surveys that we use for research purposes
- user generated content (such as portal access, via web or card swipe)
- the geographic area where you use your computer and mobile devices via google analytics
- information we may receive relating to communications you send us, such as queries or comments concerning our Site or services

How we use your information

This privacy notice tells you what to expect when My Training Passport Limited collects personal information. It applies to information we collect:

- E-Newsletters
- Social Media
- Email
- Data retention for members and advertisers
- Storing financial information
- Security
- Passwords
- Complaints and contact
- Changes to this policy
- IP addresses and cookies

E-newsletter - updates

We use a third-party provider, Mailerlite, to deliver our e-newsletters. We gather statistics around email opening and clicks using industry standard technologies including clear gifs to help us monitor and improve our e-newsletter. For more information, please see [Mailerlite Privacy Policy here](#)

People who email us

We monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

My Training Passport Limited



Data retention

Once you have registered please be aware of the following:

- **Subscription** is a rolling 12 month contract
- **Training Data** is only stored whilst a subscription is being paid, upon termination of a subscription all data is deleted.
- **Training Data** your employer has a duty to keep records for up to 6 years, if you leave your employer, your data may be archived by them whilst a subscription is being paid by them.

Storing Financial information

My Training Passport does not store any payment information or conducts transactions via the website. Links to other websites to procure services/training websites will have their own privacy policies and that we do not accept any responsibility or liability for these policies.

Server Security

A server security statement can be found on our website outlining the measures we undertake to protect your information.

User Passwords

Where we have given you an access code which enables you to access certain parts of our website, you are responsible for keeping the password confidential. We ask you not to share a password with anyone. and if you cannot remember it you will need to contact us to have the old one suspended and a new one provided. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Complaints and contact

Questions, comments and complaints regarding this privacy policy or the site and services should be addressed to hello@mytrainingpassport.net

We aim to respond to all enquiries and complaints within 48 hours

Changes to Our Privacy and Cookies Policy

We keep our privacy notice under regular review. This privacy notice was last updated on 1st March 2022

IP Addresses and Cookies

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns and does not identify any individual.

For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service, including through our advertising partners.

They enable us to:

- estimate our audience size and usage pattern
- allow us to customise our site according to your individual interests
- speed up your searches
- allow you to more easily find previously viewed content when you return to mytrainingpassport.net

To help perform the above tasks My Training Passport Limited uses functionality from third parties which also uses cookies.

These third party functions and their associated privacy policies are:

- Google Analytics - which provides anonymous data to help guide improvements in usability and performance.

My Training Passport Limited

Manor Farm, 75E High Street, Irchester, Northamptonshire NN29 7AA England
Tel +44 (0) 3303 308 208 Email: hello@mytrainingpassport.net
www.mytrainingpassport.net



My Training Passport

You can accept cookies using our popup or decline cookies by activating the setting on your browser which allows you to refuse the setting of and/or delete cookies (for guidance on how to do this visit <http://www.aboutcookies.org/>). However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

Please note that our advertisers may also use cookies, over which we have no control, please check their sites for their privacy and cookie policies.

My Training Passport Limited does not share any of your data with third parties

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Tel: +44 (0) 3303 308 208

Company Number 9421031 registered in England and Wales

Other Sites

Our sites may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

If you have any concerns with the way in which My Training Passport Limited handles your data you have the right to complain to the **ICO** <https://ico.org.uk/> The UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

Signed on behalf of My Training Passport Limited

..... DIRECTOR

Date: 01/03/22

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