



Privacy Policy

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For the purpose of this document, Peterborough Skills Academy will be referred to as PSA Training.

Definitions

Personal Information In the context of the privacy policy, "personal information" refers to any information that can be used to identify an individual directly or indirectly. This includes, but is not limited to:

- Identifiers: Such as name, email address, postal address, phone number, social media handles, and IP address.
- Financial Information: Such as credit card numbers, bank account details, or any other payment-related information.
- Demographic Information: Such as age, gender, nationality, and language preference.
- Online Identifiers: Such as cookies, device identifiers, and IP addresses when they can be linked to a specific individual.
- Sensitive Information: Such as health information, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, and sexual orientation.

Purpose of this policy

This Privacy Policy describes how PSA Training collects, uses, and discloses personal information when you use our website www.psatraining.org.uk and any related services.

1. Information we collect

1.1 We may collect the following types of personal information:

Personal Information:

- Name
- Email address
- Postal address
- Phone number

Any other information provided voluntarily through forms or account registration.

1.2 Automatically Collected Information:

- IP address
- Device information (such as device type, operating system, browser type)
- Geolocation data (if enabled)

- Website usage data (such as pages visited, time spent on each page, clicks, referring/exit pages)
- Cookies and similar tracking technologies may also collect data about user behaviour and preferences.

1.3 Information from Third Parties:

Data obtained from third-party services like social media platforms if users interact with your website through those platforms (e.g., social media login).

1.4 Payment Information:

All transactions are facilitated by a third-party payments services provider, as such, no payment details, card details or any other related information is collected or held by PSA Training.

2. Use of Information

2.1 We may use the personal information we collect for the following purposes:

- To provide and maintain our services.
- To communicate with you, including responding to your enquiries and providing customer support.
- To personalise your experience and improve our services.
- To analyse how our services are used and to develop new features.
- To comply with legal obligations; and
- For any other purpose with your consent.

2.2 We will not retrieve information for any other purposes than those relating to the services we provide or the requirements of legislation or law.

3. Disclosure of Information

We may share personal information with third parties in the following circumstances:

- With service providers who help us operate our business and provide our services.
- With government bodies who require the information relating to the services we provide.
- With third parties to comply with legal obligations or protect our rights.
- With your consent; and
- In connection with a business transaction, such as a merger, acquisition, or sale of assets.

4. Cookies

We may use cookies and similar tracking technologies to track activity on our website and collect certain information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our website.

5. Your Rights

5.1 You have certain rights regarding your personal information, including the right to access, correct, or delete your personal information. You may also have the right to object to or restrict certain processing of your personal information. To exercise these rights, please contact us using the contact information provided below.

5.2 PSA Training may retain certain personal information as required or permitted by law, as well as for legitimate business purposes. This may include retaining information for legal, regulatory, compliance, or auditing purposes. If you request the deletion of your personal information and it is necessary for us to retain certain information for these purposes, we will inform you accordingly. However, we will continue to protect your personal information in accordance with this Privacy Policy and applicable laws and regulations. This policy also relates to PSA Training's GDPR Compliance Policy.

6. Changes to this Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new/updated Privacy Policy on this page.

7. Contact Us

If you have any questions about this Privacy Policy, please contact us at;

hello@psatraining.org.uk

1-2 Woodston Business Park
Shrewsbury Avenue
Peterborough
Cambridgeshire
PE7 3EF

01733 516000

Addendum

In the United Kingdom, the regulation of privacy policies and data protection is overseen primarily by the Information Commissioner's Office (ICO). The ICO is an independent authority that upholds information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

The ICO regulates compliance with the UK Data Protection Act 2018, which incorporates the principles of the General Data Protection Regulation (GDPR) into UK law post-Brexit. Additionally, the ICO also oversees other relevant regulations and legislation related to privacy and data protection in the UK.