

Privacy Policy:

This Privacy Policy is intended to allow you to view:

- Who we are at AMP Training Solutions Ltd.
- What type of information we collect.
- How your information is stored securely.
- Who we share it with.
- Your rights to opt out as a customer.
- Who to contact if you need to amend or would like us to delete your data.
- How we market your information.
- Who to contact if you wish us to delete or amend your personal information

Who we are

At AMP Training Solutions Ltd we are a leading provider of health and safety training such as first aid and fire safety. Our staff at AMP Training Solutions Ltd have over 10 years' experience delivering training for individuals, groups, companies both large and small and local councils across England and Wales. In this time, we have built up a reputation of quality delivery of training courses that I feel could benefit your company. At AMP Training Solutions Ltd we understand that service begins with an understanding of your unique needs and ends with your unconditional satisfaction.

Our training team are all enthusiastic about their subjects and are keen to share their knowledge and experience with those who wish to refresh or learn new skills. Our training courses can be tailored to adhere to any of your business needs/requirements, whether you require one employee or a whole team, AMP Training Solutions Ltd will meet your requirements in a professional manner at a time that suits you best.

What type of information do we collect

The information we require from you in order to accredit some qualifications are as follows:

Personal information:

- Title
- Name
- Age
- Date of Birth
- Address (including Post code)
- Signature

- Proof of identity (visual check)
- Contact number

The required information is part of the requirement of the Awarding Organisation STA In order to ensure accreditation of the required certificate/qualification, and as part of their policies have to be kept on record for the during of the qualification validation.

STA Online:

STA Online is STA's (The Swimming Teachers Association) online environment for the processing of training course certificates and data.

Safety Training Awards:

Safety Training Awards is the awarding organisation of The Swimming Teachers' Association, regulated by Ofqual, Qualifications Wales, CCEA in Northern Ireland and accredited by SQA Accreditation in Scotland.

Financial information:

Financial information such as bank account numbers and sort codes may be required in order to ensure invoices are paid securely, this will not be removed from invoices or stored anywhere other than on the invoices sent and used only for the purpose of paying invoices.

How your information is stored securely

AMP Training Solutions Limited use the data provide by its customers to validate qualifications by inputting the information onto the Awarding Bodies secure online portal, as well as storing the information on an encrypted spreadsheet-based software, on an encrypted static PC.

Who we share it with

The information provided to us (according to the qualification), gets shared with only the STA (for validation). We will never share or sell your information with any other third-party organisation.

Your rights to opt out as a customer

As a valued customer, you have the right to the following information:

The Right to Be Informed: To be told when we are collating your information given to us and where we store it.

The Right of Access/Amend: You have the right to access your details and request the deletion or amendment of your information if and when required.

The Right to delete: You have the right to request the deletion of all your personal details after your certificate has been released

Who to contact if you need to amend or would like us to delete your data.

If you require any information amended or deleted after processing of any task, please contact AMP Training Solutions Limited formally by email or post, ensuring your request is in the subject box or the head of letter using the details on the top of this policy.

How we market your information

AMP Training Solutions Limited only use your information to contact you after the processing of the task requested, any other correspondence will be relation to the initial contact or enquiry, we will never use your information to attempt to sell other products or services unless authorised to do so.

We would like to send you information about products and services of ours which may be of interest to you or your company, if you would like us to keep in touch, we will ask you on a separate email to gain permission to do so. If you don't wish us to stay in touch please state in this initial email, you have the right to opt out at any time.

Cookies

What Are Cookies?

Cookies are small files which are stored on a user's computer. They are designed to hold a modest amount of data specific to a particular client and website, and can be accessed either by the **web** server or the client computer. <http://www.whatarecookies.com/>

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 on 25th May 2018.