


COMPASS

Privacy Policy



Version 1
10.03.25

COMPASS

Policy Version:	1
Date of Policy:	10.03.2025
Policy Approved by:	Debbie Williams
Signed:	
Approved by the Governing Body:	10.03.2025

INTRODUCTION & SCOPE

Compass Skills Training Ltd ("we," "our," or "us") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your personal data when you visit our website and interact with our services.

1. INFORMATION WE COLLECT

We may collect and process the following personal data:

- **Personal Identification Information:** Name, email address, phone number, postal address.
- **Business Information:** Company name, job title, and professional details.
- **Technical Data:** IP address, browser type, and operating system.
- **Usage Data:** Information about how you use our website and services.
- **Marketing Preferences:** Your preferences for receiving communications from us.

2. HOW WE USE YOUR DATA

We use your data to:

- Provide our health and safety training services.
- Process enquiries and bookings.
- Improve our website and services.
- Comply with legal obligations.
- Send marketing communications if you have opted in.

3. LEGAL BASIS FOR PROCESSING

We process personal data based on one or more of the following legal grounds:

- Your consent.
- Performance of a contract.
- Compliance with legal obligations.
- Legitimate interests (e.g., improving services and security).

4. DATA SHARING AND DISCLOSURE

We do not sell or rent your data. We may share your data with:

- Service providers who assist in delivering our services.
- Regulatory authorities, if required by law.
- Third parties in case of a business transfer or merger.

5. DATA SECURITY

We implement appropriate security measures to protect your data from unauthorized access, alteration, or disclosure. However, no method of transmission over the internet is 100% secure.

6. YOUR RIGHTS

Under UK GDPR, you have the right to:

- Access the personal data we hold about you.
- Request correction of inaccurate data.
- Request deletion of your data.
- Object to processing for marketing purposes.
- Request data portability.
- Withdraw consent at any time.

To exercise your rights, please contact us at info@compass-ms.co.uk.

7. DATA RETENTION

We retain personal data only for as long as necessary to fulfil the purposes outlined in this policy, unless required by law to retain it longer.

8. COOKIES AND TRACKING TECHNOLOGIES

Our website uses cookies to enhance user experience. You can manage your cookie preferences via your browser settings. For more details, see our Cookie Policy.

9. THIRD-PARTY LINKS

Our website may contain links to third-party websites. We are not responsible for their privacy practices, and we encourage you to review their privacy policies.

10. CHANGES TO THIS POLICY

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated revision date.

CONTACT US

If you have any questions about this Privacy Policy or how we handle your data, please contact us at:

Compass Skills Training Ltd: Compass House, Cowling Business Park, Canalside, Chorley, PR6 0QL

Email: info@compass-ms.co.uk

Phone: 03333 580340