

**PRIVACY POLICY**

SOA Safety Ltd ‘we’, ‘us’, or the ‘Company’ would like you to be familiar with how we collect, use and disclose information. This Privacy Policy details practices we use in connection with information that is collected via our website, emails and telephone calls.

**INFORMATION ABOUT OUR CLIENTS**

At SOA Safety Ltd we handle information relating to our clients as a service provider. Our use of such information is governed by our agreements with our clients. In addition, such information may be subject to our clients’ own privacy policies. Our Privacy Policy does not apply to such information.

**PERSONAL INFORMATION**

‘Personal Information’ is information that identifies you as an individual to us or relates to an identifiable individual, including:

1. Your Name
2. Company Name
3. Postal Address
4. Email Address
5. Telephone Number
6. Mobile Number
7. Website URL(s)

For us to provide the requested services to you we need to collect and process these types of Personal Information, it is because we are legally required to do so. If you do not provide the information that we request, we may not be able to provide you with the requested services.

**HOW WE COLLECT PERSONAL INFORMATION**

We collect personal information in the following ways:

1. When you submit a contact form on our website –www.soasafety.co.uk
2. When we speak to you on the phone
3. When you email us directly
4. Contact via social media inc. Facebook, Twitter, Linkedin.

**USE OF PERSONAL INFORMATION**

We use Personal Information for our legitimate business interests only, including the following:

1. To respond to your enquiries, fulfil your requests and provide you with related client services.
2. To manage your account and provide invoices for work carried out.

**OTHER INFORMATION WE COLLECT**

‘Other Information’ is any information that does not reveal your specific identity or does not directly relate to an identifiable individual, such as:

1. Browser and device information.
2. Information collected through cookies, pixel tags and other technologies.
3. Demographic information and other information provided by you that does not reveal your specific identity.
4. Information that has been aggregated in a manner such that it no longer reveals your specific identity.

If we are required to treat Other Information as Personal Information under applicable law, then we may use and disclose it for the purposes for which we use and disclose Personal Information as detailed in this Policy.

**COOKIES**

A cookie is a string of information that a website stores on a visitor’s computer, and that the visitor’s browser provides to the website each time the visitor returns. SOA Safety uses cookies to help us identify and track visitors, regarding their usage on our website [www.soasafety.co.uk](http://www.soasafety.co.uk) and their website access preferences. SOA Safety website visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using our websites, with the drawback that certain features of our websites may not function properly without the aid of cookies. For further information regarding our latest Cookie Law please view our cookie policy.

**PROTECTING INFORMATION**

Our company SOA Safety Ltd **DO NOT** rent or sell potentially personally-identifying and personally-identifying information to anyone and will only disclose this information for legal reasons and if required by law.

**MARKETING & COMMUNICATION**

SOA Safety keep customers up to date with company news, offers, updates or invites. We use a third party mailing platform (Highrise) to send marketing related emails to our customers. All existing clients have given written consent prior to receiving such correspondence. We will ask you first before sending you marketing emails and require you to confirm you would like to receive these before we send them. If you do confirm that you would like to receive company news, offers, updates or invites from us you can still change your mind at any time by unsubscribing via the link included within the communication. SOA Safety may still send you important administrative messages (these include accounting emails, course joining instructions, certificates) which you cannot opt out of. We will also send direct emails not via third party regarding legitimate business interests to respond to your enquiries, fulfil your requests and provide you with related client services whilst managing your account (clients we are working with).

**THIRD-PARTY SERVICES**

This Privacy Policy does not address, and we are not responsible for, the privacy, information or other practices of any third parties, including any third party operating any website or service to which the services link. The inclusion of a link on the services does not imply endorsement of the linked site or service by us or by our affiliates.

In addition, we are not responsible for the information collection, use, disclosure or security policies or practices of other organisations, such as Facebook, Twitter, Instagram, Pinterest, LinkedIn, Apple, Google, Microsoft, RIM or any other developer or social media platform provider, operating system provider, wireless service provider or device manufacturer, including with respect to any Personal Information you disclose to other organisations through or in connection with our Social Media Pages.

**SECURITY**

We seek to use reasonable organisational, technical and administrative measures designed to protect Personal Information within our organisation. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure then you must contact us immediately.

**HOW YOU CAN ACCESS, CHANGE OR SUPPRESS YOUR PERSONAL INFORMATION**

If you would like to request to review, correct, update, suppress or delete Personal Information that you have previously provided to us, or if you would like to request to receive an electronic copy of your Personal Information for purposes of transmitting it to another company (to the extent this right to data portability is provided to you by applicable law), you may make this request by email our data protection info@soasafety.co.uk. We will respond to your request consistent with applicable law.

Should you send a request, you must ensure that you make clear what Personal Information you would like to have changed, whether you would like to have your Personal Information suppressed from our database or otherwise let us know what limitations you would like to put on our use of your Personal Information. For your protection, we will only implement requests with respect to the Personal Information associated with the particular email address that you use to send us your request, and we may need to verify your identity before implementing your request. We will try to comply with your request as soon as reasonably practicable.

Please note that we may need to retain certain information for record keeping purposes and/or to complete any transactions that you began prior to requesting a change or deletion. There may also be residual information that will remain within our databases and other records, which will not be removed unless asked to do so.

**SERVICES BY MINORS**

The services that we provide are not directed to individuals under the age of sixteen (16), and we do not knowingly collect Personal Information from individuals under sixteen (16).

**SENSITIVE INFORMATION DISCLOSURE**

We ask that you not send us, and you not disclose, any sensitive Personal Information (e.g. information related to racial or ethnic origin, political opinions, religion or other beliefs, health, biometrics or genetic characteristics, criminal background or trade union membership) on or through the services or otherwise to us.

**UPDATES TO THIS PRIVACY POLICY**

We may change this Privacy Policy, the last updated version of this document as to when it was last revised is included at the top of the document. Any changes will become effective when we post the revisions to the Privacy Policy on the Services. Your use of the Services following these changes means that you accept our revised Privacy Policy.

**HOW YOU CAN CONTACT US ABOUT DATA PROTECTION**

You can email info@soasafety.co.uk or contact us via our website www.soasafety.co.uk.

If you have any queries or would like to ask any questions regarding the above please contact the Head Office:

01229 808320