



Privacy Policy

1. Overview

This Privacy Policy discloses the privacy practices for TaylorITEX CIC. This Privacy Policy applies solely to information collected by this website. It will notify you of:-

- What personally identifiable information is collected through the website, how it is used and who it may be shared with
- What options are available to you regarding the use of your data
- Security measures that are in place to prevent the misuse of your information
- How you can correct any inaccurate information

2. Information, Collection, Use and Sharing

We are the sole owners of the information collected on this site. We only have access to and are able to collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you enquired about. We will not share your information with any third party outside of our organisation.

Unless you ask us not to, we may contact you via email in the future to tell you about new opportunities or changes to this Privacy Policy.

3. Your Access to and Control over Information

You may opt-out of any future contacts from us at any time. You can do this at any time by contacting us via the email address or phone number given on our website:

You can ask to see what data we have about you if any and to change or correct any data we have about you.

Request us to delete any data or information we have about you.

Express any concern you have about our use of your information or data.

4. Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information, that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.



As encryption is used to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (eg enrolment on courses) are granted access to personally identifiable information. The computers storing the personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via email at julie@tayloritex.co.uk.

5. Registration

In order to download documents from this website, you need to complete the registration form. During registration, you, as the user are required to give certain information (such as name and email address). This information is used to contact you about the training and opportunities on our website for which you have expressed an interest. You may also choose to provide demographic information (such as gender or age) about yourself, but it is not required.

6. Updates and Effective Date

We may update this Privacy Policy from time to time. We will notify you about material changes by either sending an email message to the email address you most recently provided to us or by posting a notice on our website. We encourage you to periodically check back and review this policy so that you always will know what information we collect, how we use it, and with whom we share it

This Policy was updated 16 August 2021 and will be reviewed at a minimum of 12 months.

Signed:

A handwritten signature in black ink that reads 'JAMitchell'.

Name of Signatory: Julie Ann Mitchell

Date: 16 August 2021

End