TaylorITEX CIC

WEBSITE PRIVACY NOTICE

Version 5 • August 2026

Clear • Responsible • Secure

Section 1 – Document Control

Document Information

Document Title	Website Privacy Notice
Organisation	TaylorITEX CIC
Document Owner	Executive Director – Michael Taylor
Responsible Contact	Michael Taylor
Version	5
Effective Date	August 2026
Review Date	July 2027
Review Frequency	Annually, or sooner where legal, technical or operational changes require
Policy Status	Approved
Applies To	Personal information collected through the TaylorITEX CIC website and associated website enquiries or registrations

Version History

Version	Date	Author	Summary of Changes
4	July 2025	TaylorITEX CIC	Previous approved version
5	August 2026	TaylorITEX CIC	Streamlined website privacy notice; clarified collection, lawful use, sharing, retention, security and individual rights.

Policy Approval

This notice has been approved by the Directors of TaylorITEX CIC. The latest approved version will replace all previous versions.

Section 2 – About this Privacy Notice

TaylorITEX CIC is committed to protecting personal information and handling it responsibly, fairly and transparently.

This notice explains how we use personal information collected through our website, website contact forms, registrations and related online enquiries. More detailed organisational requirements are contained within the TaylorITEX CIC Data Protection & Information Security Policy.

Section 3 – Information We Collect

3.1 Information You Provide

Depending on how you use our website, we may collect:

- Your name, email address, telephone number and other contact details.
- Information you provide when enquiring about, registering for or expressing interest in courses, events, downloads or opportunities.
- Information contained in messages, forms or emails you send to us.
- Optional information requested to help us understand or improve our services.

3.2 Technical Information

Our website and the services used to operate it may also process limited technical information, such as IP address, browser/device information, security logs or cookie-related information, where applicable.

Section 4 – How & Why We Use Your Information

We use personal information only where we have an appropriate lawful basis. Depending on the circumstances, this may include consent, taking steps connected with a contract, complying with a legal obligation or our legitimate interests.

We may use information to:

- Respond to enquiries and provide requested information.
- Administer registrations, courses, events or services.
- Communicate relevant updates where permitted.
- Operate, protect and improve our website and services.
- Meet legal, funding, safeguarding or regulatory requirements where applicable.

Where we rely on consent for optional communications, you may withdraw that consent at any time.

Section 5 – Sharing Your Information

TaylorITEX CIC does not sell or rent personal information.

Information may be shared where necessary with trusted service providers who support our website, email, IT or administration; relevant funders, delivery partners or authorities where appropriate; professional advisers; or where disclosure is required or permitted by law.

We will only share information where there is a legitimate reason to do so and will apply appropriate safeguards.

Section 6 – Security & Retention

6.1 Keeping Information Secure

We use appropriate organisational and technical measures to protect personal information. Access is limited to people who need it for legitimate purposes, and information is stored using appropriately protected systems and environments.

6.2 How Long We Keep Information

Personal information will be retained only for as long as necessary for the purpose for which it was collected and to meet applicable legal, contractual, funding or operational requirements. It will then be securely deleted or destroyed.

Section 7 – Your Rights

Depending on the circumstances and the lawful basis being used, UK data protection law may give you rights to:

- Ask for access to personal information we hold about you.
- Ask us to correct inaccurate or incomplete information.
- Ask us to erase information in certain circumstances.
- Ask us to restrict or object to certain processing.
- Request transfer of information where the right to data portability applies.
- Withdraw consent where processing is based on consent.
- Raise a concern about how your information is being handled.

These rights are not absolute and some may not apply in every situation.

Section 8 – Contact, Concerns & Review

8.1 Contact Us

For questions about this notice, to exercise a data protection right, or to raise a concern, contact Julie Ann Mitchell at julie@tayloritex.co.uk or use the contact details published on the TaylorITEX CIC website.

8.2 Further Concerns

If you remain concerned about how TaylorITEX CIC has handled your personal information, you also have the right to raise a complaint with the UK Information Commissioner's Office (ICO).

8.3 Review

This notice will be reviewed annually, and sooner where changes to law, guidance, technology, website operation or TaylorITEX CIC services make an earlier review appropriate.

Your information • Used responsibly • Kept secure

Michael Taylor
Executive Director
TaylorITEX CIC