



## Website Privacy Policy – 20/05/2018

This privacy policy tells you about the information we collect from you when you use our website. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

### Who are we?

We are Sirius Training C.I.C. Our address is 23 Claylands Road, London SW9 6BU. You can contact us by post at the above address, by email at [info@siriostraining.co.uk](mailto:info@siriostraining.co.uk) or by telephone on +44(0)7425146225.

We are not required to have a data protection officer, so any enquiries about our use of your personal data should be addressed to the contact details above.

### How we use your information

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## When you use our website

When you use our website to browse our products and services and view the information we make available, a number of cookies are used by us and by third parties to allow the website to function, to collect useful information about visitors and to help to make your user experience better.

Some of the cookies we use are strictly necessary for our website to function, and we don't ask for your consent to place these on your computer. As well as the cookies we use, various third parties also place them on your computer, with your consent. Please see the full list below.

Cookie Name	Purpose	Further Information
1P_JAR	These cookies are used by Google to display personalized advertisements on Google sites, based on recent searches and previous interactions	
APISID	These cookies are used by Google to display personalized advertisements on Google sites, based on recent searches and previous interactions	
HSID	cookie that enable Google to collect user information for videos hosted by YouTube.	
NID	These cookies are used by Google to display personalized advertisements on Google sites, based on recent searches and previous interactions	
SID	These cookies are used by Google to display personalized advertisements on Google sites, based on recent searches and previous interactions	
SIDCC	These cookies are used by Google to display personalized	

	advertisements on Google sites, based on recent searches and previous interactions	
<b>_ga</b>	Cookies used from Google Analytics to keep a record of visitor statistics. This one is used to distinguish users	
<b>_gid</b>	Cookie used by Google analytics to distinguish unique users	
<b>fr</b>	Used by Facebook for advertisement purposes	
<b>PII_language</b>	Used by Polylang plugin to store the visitor's language	
<b>DSID</b>	These cookies are used by Google to display personalized advertisements on Google sites, based on recent searches and previous interactions	
<b>IDE</b>	Cookies created by Google DoubleClick and are used to show personalized advertisements (ads) based on previous visits to our website.	
<b>__cfduid</b>	The '__cfduid' cookie is set by the CloudFlare service to identify trusted web traffic	
<b>_gat</b>	Cookies used from Google Analytics to keep a record of visitor statistics. This one is use to throttle request rate	
<b>YSC</b>	This cookie is set by the YouTube video service on pages with embedded YouTube video	
<b>VISITOR_INFO1_LIVE</b>	A cookie that YouTube sets that measures your bandwidth to determine	

	whether you get the new player interface or the old.	
<b>PREF</b>	This cookie stores your preferences and other information, in particular preferred language, how many search results you wish to be shown on your page, and whether or not you wish to have Google's SafeSearch filter turned on.	

<http://www.siriostraining.co.uk/wp-content/uploads/2018/06/COOKIES-POLICY-sirius.pdf>

For more information about our use of cookies, please see our [cookie policy](#).

### **When you submit an enquiry via our website**

When you submit an enquiry via our website, we ask you for your name and email address.

We use this information to respond to your query, including providing you with any requested information about our products and services. We may also email you several times after your enquiry in order to follow up on your interest and ensure that we have answered your it to your satisfaction. We will do this based on our legitimate interest in providing accurate information prior to a sale.

Your enquiry is stored and processed into the mailbox [info@siriostraining.co.uk](mailto:info@siriostraining.co.uk) and it may be shared internally for the purpose of replying to your query in the most efficient and thorough way.

We do not use the information you provide to make any automated decisions that might affect you.

We keep enquiry emails for two years, after which they are securely archived and kept for seven years, when we delete them.

### **Your rights as a data subject**

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. If we have asked for your consent to process your personal data, you may withdraw that consent at any time.

If we are processing your personal data for reasons of consent or to fulfil a contract, you can ask us to give you a copy of the information in a machine-readable format so that you can transfer it to another provider.

If we are processing your personal data for reasons of consent or legitimate interest, you can request that your data be erased.

You have the right to ask us to stop using your information for a period of time if you believe we are not doing so lawfully.

Finally, in some circumstances you can ask us not to reach decisions affecting you using automated processing or profiling.

To submit a request regarding your personal data by email, post or telephone, please use the contact information provided above in the [Who we are](#) section of this policy.

### Your right to complain

If you have a complaint about our use of your information, we would prefer you to contact us directly in the first instance so that we can address your complaint. However, you can also contact the Information Commissioner's Office via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or write to them at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

### Updates to this privacy policy

We regularly review and, if appropriate, update this privacy policy from time to time, and as our services and use of personal data evolves. If we want to make use of your personal data in a way that we haven't previously identified, we will contact you to provide information about this and, if necessary, to ask for your consent.

We will update the version number and date of this document each time it is changed.