

# Award Training Limited Privacy Policy

January 2026



Award Training Limited  
Suite G1 Argentum House  
510 Bristol Business Park  
Coldharbour Lane  
Bristol  
BS16 1EJ

## Introduction

Award Training Limited respects your privacy and is committed to protecting personal data in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018.

This Privacy Policy explains how we collect, use, store, and protect personal information when you engage with our services.

## Information We Collect

We collect limited personal information that is necessary for the delivery of our services. This may include:

- Name
- Email address
- Organisation details
- Attendance and certification information

Information is collected only where it is voluntarily provided, required for contractual purposes, or required to meet legal or regulatory obligations.

## Lawful Basis for Processing

We process personal data under the following lawful bases:

- Performance of a contract
- Compliance with legal obligations
- Legitimate interests related to service delivery, quality assurance, and organisational governance

## Use of Information

Personal information is used to:

- Deliver and administer training services
- Communicate with clients and attendees
- Issue certificates and maintain training records
- Meet legal, contractual, and regulatory obligations

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## Information Sharing

We do not sell personal information to third parties.

Personal data may be shared only where necessary to deliver services, comply with legal obligations, or work with trusted service providers such as secure payment processors, email platforms, or approved delivery partners operating under contractual data protection obligations.

All third parties are required to maintain appropriate confidentiality and data protection standards.

## Data Security

We implement appropriate technical and organisational measures to protect personal data from unauthorised access, disclosure, alteration, or loss. While no system can guarantee absolute security, reasonable steps are taken to safeguard information.

## Data Retention

Personal data is retained only for as long as necessary to fulfil the purposes outlined in this policy or as required by law, contractual obligations, or regulatory requirements.

## Your Rights

You have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate or incomplete data
- Request erasure of personal data where applicable
- Object to or restrict processing in certain circumstances
- Lodge a complaint with the Information Commissioner's Office if you believe your data has been processed unlawfully

## Cookies

Our website uses cookies to improve functionality and user experience. You may manage cookie preferences through your browser settings.

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## Policy Updates

This Privacy Policy may be updated periodically to reflect changes in legal requirements or business practices. The most current version will always be published on our website.

## Contact Details

Registered Office  
Suite G1 Argentum House  
510 Bristol Business Park  
Coldharbour Lane  
Bristol  
BS16 1EJ

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Website: [www.award.training](http://www.award.training)  
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