

## Privacy Notice

This Privacy Notice covers the treatment of personal data which you submit to us. (Personal data is defined as any information relating to an identified or identifiable individual.) We will process any personal data you provide in accordance with the Data Protection Act 1998 (DPA).

In this notice we set out how we gather, use and disclose personal information on our website [www.mitregroup.co.uk](http://www.mitregroup.co.uk)

### Collection of personal data

In order for you to request or submit information to us, we may ask you to provide personal data such as your name, postal address, telephone, fax number and e-mail address. When you submit personal data to us, you understand and agree that this data will be supplied to Mitre Group Ltd who will take appropriate steps to ensure that personal data is protected from unauthorised use and kept in a secure manner either electronically or on manual records.

You agree that personal data supplied by you to us through this Website may be collected and processed by us for these purposes:

- To provide you with access to relevant parts of our Website;
- To supply the services you have requested;
- To invoice you for services as and when agreed;
- To process data to evidence learning and qualifications;
- To contact you where necessary concerning your orders and requests;
- To use and analyse the information we collect so that we can administer, support, improve and develop our business;
- To contact you for your views on our services;
- To notify you occasionally about important changes or developments to the Website or our services;
- Where you have consented, to use your information to let you know about other services which may be of interest to you;
- To contact you by post, telephone or fax, as well as by e-mail (this includes SMS) for the above purposes.

If you change your mind about being contacted in the future, please let us know by phone or by emailing [mail@mitregroup.co.uk](mailto:mail@mitregroup.co.uk)

If you would rather not receive information about special features of our Website or any other service we think may be of interest to you, please send an e-mail message to [mail@mitregroup.co.uk](mailto:mail@mitregroup.co.uk).

We may also want to provide you with related information from third parties we think may be of interest to you. If you would rather not receive this information, please send an e-mail to [mail@mitregroup.co.uk](mailto:mail@mitregroup.co.uk).

T: 01629 733 900

F: 01629 735 666

E: [mail@mitregroup.co.uk](mailto:mail@mitregroup.co.uk)

[www.mitregroup.co.uk](http://www.mitregroup.co.uk)

Mitre Group Ltd  
Molyneux Business Park  
Whitworth Road  
Darley Dale  
Matlock  
Derbyshire  
DE4 2HJ

## Privacy Notice

Unless required to do so by law, we will not share, sell or distribute any of the information you provide to us without your consent.

You may request details of personal data we hold about you. If you believe that any personal data we hold about you is incorrect or incomplete, you should tell us immediately.

We may also use contractors and professional advisers. Where these contractors require access to personal information, we will ensure compliance with the DPA and that your information will be kept confidential. They will not use your information except as necessary to operate the websites or Mitre Group Ltd, and will not use it except in line with this privacy notice.

### Use of Cookies

Cookies are small amounts of information that we store on your computer. Until you have specifically opted out, our system will issue cookies to your computer when you log on to the site. Cookies make it easier for you to log on to and use the site during future visits. They also allow us to monitor website traffic and to personalise the content of the Website for you. You may set up your computer to reject cookies although, in that case, you may not be able to use certain features on our Website. If you do not wish to receive cookies in the future, please let us know.

### Choice – Receiving Information From Us

You can opt-in and opt-out of receiving promotional and marketing information from us. You can do this by sending an email to [mail@mitregroup.co.uk](mailto:mail@mitregroup.co.uk).

### Updating your personal information

You have the right to access, correct or remove your personal information. Should you wish to do this, please write to us either by letter or fax to the following address:

Mitre Group Ltd  
Molyneux Business Park,  
Whitworth Road,  
Darley Dale,  
Matlock,  
Derbyshire,  
DE4 2HJ  
Fax 01629 735666

### External Links

This site contains links to other sites. We are not responsible for the privacy practices or the content of such websites.

T: 01629 733 900

F: 01629 735 666

E: [mail@mitregroup.co.uk](mailto:mail@mitregroup.co.uk)

[www.mitregroup.co.uk](http://www.mitregroup.co.uk)

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### **Security**

This site has security measures in place to protect the loss, misuse and alteration of the information under our control.

### **Change to privacy policy**

We may revise this Privacy Notice at any time by posting such revised Privacy Notice at [www.mitregroup.co.uk](http://www.mitregroup.co.uk). Your continued use of the site will mean you accept those revisions.

### **Data Controller**

The data controller is Mitre Group Ltd. You can write to Mitre Group Ltd, Molyneux Business Park, Whitworth Road, Darley Dale, Matlock, Derbyshire, DE4 2HJ. We are Registered under the Data Protection Act and our Data Protection Registration Number is Z8753923.

### **Contacting the website**

If you have any questions about this privacy notice, the practices of this site, or your dealings with this website, you can contact: [mail@mitregroup.co.uk](mailto:mail@mitregroup.co.uk)

T: 01629 733 900

F: 01629 735 666

E: [mail@mitregroup.co.uk](mailto:mail@mitregroup.co.uk)

[www.mitregroup.co.uk](http://www.mitregroup.co.uk)

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