

Merrit Training Consultants LTD needs to deal with, collect and use certain types of information about people with whom it deals in order to operate and carry out its legitimate business purposes.

These include current, past and prospective clients, employees, suppliers, associates, external verifiers and others with whom it communicates and offers consultancy services to.

It is our policy not use any of your data, or any other information provided during the course of our work, for anything other than the purpose for which it was collected. We will only use personal data for marketing and advertising purposes if you expressly wish us to do so. We will not disclose any personal data to any other agencies without your prior permission.

We may occasionally be required to collect and use certain types of information of a sensitive nature. This data will be dealt with properly, however it is collected, recorded and used – whether on paper, in a computer, on the Internet or recorded on other material – and will be dealt with in accordance to the Data Protection Act 1998.

Merrit Training Consultants regards the lawful and correct treatment of all data collected during the course of its work as very important to successful operations, and to the maintenance of confidence between those with whom we deal and ourselves. We have put in place procedures to ensure that we treat such data lawfully and correctly.

To this end the Merrit Training Consultants fully endorses and adheres to the eight Data Protection Principles, as laid out in the Data Protection Act 1998 and our own Data Protection Policy.

Therefore Merrit Training Consultants will, through appropriate management and the strict application of procedures and protocols:

- observe fully the conditions regarding the fair collection and use of personal data;
- meet its legal obligations to specify the purposes for which personal data is used;
- collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or comply with any legal requirements;
- ensure that the personal data used is accurate and up to date through quality control;
- apply strict checks to determine the length of time personal data is held;
- ensure that the rights of people, about whom personal data is held, can be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken, the individual's right of access to his or her personal data, the right to prevent processing in certain circumstances and the right to rectify, block or erase inaccurate information);
- take appropriate technical and organisational security measures to safeguard personal

data;

- ensure that personal data is not transferred outside the European Economic Area without suitable safeguards.

In addition Merrit Training Consultants will ensure that:

- everyone managing and processing personal data understands that they are contractually responsible for following good data protection practice;
- everyone managing and processing personal data is appropriately trained to do so;
- everyone managing and processing personal data is appropriately supervised;
- anybody wanting to make enquiries about processing personal data knows what to do;
- queries about processing personal data are promptly and courteously dealt with;
- methods of processing personal data are clearly described;
- a regular review and audit is made of the way personal data is managed;
- methods of processing personal data are regularly assessed and evaluated;
- performance with processing personal data is regularly assessed and evaluated.

If you are a client of Merrit Training Consultants we will ask you if you wish to be contacted by mail, telephone, fax or e-mail to let you know about goods, services or promotions which may be of interest to you,

We recognise your right to withdraw this permission at any time in the future and you will be given the opportunity to do so every time we send you an electronic marketing communication.

We will not share any data with any other organization or individual not specifically employed or directly contracted to Merrit Training Consultants unless specifically required to by law.

You have the right to ask for a copy of any data or information held by Merrit Training Consultants regarding your organisation and to ask us to correct any inaccuracies. To make sure we follow your instructions carefully, and to improve our service to you through training of our staff, we may monitor or record communications.

Merrit Training Consultants is in the process of registering with the Information Commissioner according to the requirements of the Data Protection Act 1998. Confirmation is pending.