

# Revelation Training Privacy Notice

## Introduction

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This policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of Revelation Training and individuals that provide personal data.

## General

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Revelation Training takes a proactive approach to user privacy and ensures the necessary steps are taken to protect the privacy of its clients, employees of clients, suppliers and other contacts.

## Use of cookies

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We do not use cookies on our website.

## Personal information

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Whilst communicating with us you may provide personal information (name, work address, email, job title, etc.). We will use this information to administer our databases, marketing material and legal obligations. We will ensure that all personal information supplied is held securely in accordance with the General Data Protection Regulation (EU) 2016/679, as adopted into law of the United Kingdom in the Data Protection Act 2018. Further, by providing telephone and email details, you consent to Revelation Training contacting you using that method. You have the right at any time to request a copy of the personal information we hold on you. Should you wish to receive a copy of this, or would like to be removed from our database, please contact us at [charlottehanson@revelationtraining.co.uk](mailto:charlottehanson@revelationtraining.co.uk)

## Information collection and use

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### How do we collect information?

Revelation Training only collects information when you directly give it to us (“Directly Provided Data”)

When you give us your business card, complete a data form, purchase our products or communicate with us, you may choose to voluntarily give us certain information. All this information requires a direct action by you at that time in order for us to receive it.

## How long do we keep your data for?

Revelation Training will not retain your personal information longer than necessary. We will keep the information you provide whilst there is an ongoing business relationship between us and you, your business or your employer. Where the business relationship has ceased or has yet to start, we will hold your data whilst there is a reasonable possibility of a future business relationship.

If it is legally required, reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our Terms and Conditions, we may also retain some of your information for a further limited period of time as required, even after the business relationship has permanently ceased.

## Registration forms

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Revelation Training will not sell or rent your personally identifiable information to anyone.

## Choosing how we use your data

We understand that you trust us with your personal information and we are committed to ensuring you can manage the privacy and security of your personal information yourself.

With respect to the information relating to you that ends up in our possession, and recognising that it is your choice to provide us with your personally identifiable information, we commit to giving you the ability to do all of the following:

- You can verify the details you have submitted to Revelation Training by contacting us at [charlottehanson@revelationtraining.co.uk](mailto:charlottehanson@revelationtraining.co.uk). Our security procedures mean that we may request proof of identity before we reveal information, including your e-mail address.
- You can also contact us by the same method to change, correct, or delete your personal information controlled by Revelation Training at any time.
- You can unsubscribe from receiving information emails from us by replying to an email with “Delete Me” in the subject line. Once you do this, you will no longer receive any emails from us.
- You can modify when and how we contact you using the same method. “Contact me in 1 year” or “Use telephone” are examples. All our emails are read by a human – you do not need to use any particular form of words – we will adhere to your wishes.
- You can request a readable copy of the personal data we hold on you at any time. To do this, please contact us [charlottehanson@revelationtraining.co.uk](mailto:charlottehanson@revelationtraining.co.uk).

Please note, we are constantly reviewing how we process and protect data. Therefore, changes to our policy may occur at any time. We will endeavour to publicise any changes.