

IC Training Privacy Statement

IC Training is a training company, delivering in-house, class-based, online training courses and consultation services. We are committed to protecting your privacy and this privacy statement applies to the personal information we collect from you and use, whether by phone, online booking software, emails, letters or in person.

By engaging our services or booking courses online, you consent to the data practices described in this statement.

Collection of your Personal Information

IC Training collects personal information about you which may include your e-mail address, name, telephone number, employer, employers contact details, course enrolment and course attendance details.

Use of your Personal Information

IC Training collects and uses your personal information to deliver the services you have requested. IC Training also uses your personally identifiable information to inform you of other courses or services available from IC Training and its partners. IC Training may also ask you for course feedback or to conduct research for the development of potential services or courses. Course feedback and research information are only used for internal planning and course design purposes.

If you would like to stop receiving emails from us, including course dates, updates and other marketing messages, you can either contact us directly or use the opt out option which will be available. We will then ensure that we stop sending this information to you.

Whenever you provide personal information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information, including the General Data Protection Regulations 2018.

Keeping Personal Information

IC Training will hold your personal information on our systems for as long as is necessary for the purpose of delivering services and courses; and for any legal requirements. It is anticipated that we will hold your personal information for a period of seven years; this is a legal requirement which we have to meet.

Sharing Personal Information

IC Training may share your name and company's name with trusted partners to deliver courses within their expertise. All such third parties are prohibited from using your personal information except to provide these services to IC Training, and are required to maintain the confidentiality of your information.

IC Training uses email, Mail Chimp, Eventbrite and PayPal as marketing automation platforms, for the purposes of advertising, booking and paying for courses.

IC Training does not use or disclose sensitive personal information, such as race, religion, political affiliations or health conditions without your explicit consent.

IC Training does not sell, rent or lease its customer lists to third parties. We are committed to safeguarding your personal information and therefore try to keep the collection of personal information to a minimum.

Your Financial Details

To protect your privacy and increase your security online, IC Training does not store your financial details, such as credit card numbers and related details, on its servers. The credit card data entered into the forms are passed to and handled by Eventbrite and PayPal, who will use the data to process course booking transactions.

Security of your Personal Information

IC Training secures your personal information from unauthorised access, use or disclosure. IC Training secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorised access, use or disclosure. When personal information (such as a credit card number) is collected, it is protected through the use of encryption and may be held in Guernsey, Ireland, the EEA or the United Kingdom.

Use of Cookies and IP Addresses

IC Training does not collect information such as the device you are using, your IP address or the browser you are using. Nor does IC Training use cookies.

Requests regarding an Individuals Rights

Under the general data protection regulations 2018 you have the right to request a copy of personal information that IC Training holds about you and to have any inaccuracies corrected. In certain circumstances, you also have the right to have personal information erased, to object to the use of, or ask us to restrict the processing of your personal information.

To protect you, we will require proof of your identity when making a request regarding your personal information.

Changes to this Statement

IC Training will occasionally update this privacy statement to reflect changes to the way your personal information is collected, used, stored, removed, or in response to company and customer feedback. We encourage you to periodically review this privacy statement to be informed of how IC Training continues to protect your personal information.

Contact Information

If you have any questions or comments about this privacy statement, please contact IC Training at admin@islandconsortium.com. We will use commercially reasonable efforts to promptly determine and remedy the problem.