**Privacy Policy**

**What data does HST – Health and Safety Training limited collect?**

Personal Identification Information

* Your Name
* Your Email Address
* Your Employers' Name
* Your Address
* Your Phone Number(s)
* Your Date of Birth

**How does HST collect your data?**

You or your employer provide HST with the majority of the data that we collect. We collect data and process data in the following ways:

* Complete our "Contact Us" form to send us a message.
* Voluntarily provide feedback to us using our "Testimonials" form.
* Send details to us via social media, email, phone, or in person when booking a course or otherwise using our services.
* Complete paper forms before commencing a course.
* Provide us with a form of ID to verify your details.
* Your employer books a course on your behalf.

**How does HST use your data?**

HST collects your data so that we can:

* Deliver your course.
* Respond to your enquiries when you contact us using our online forms, by phone, and/or by email.
* Provide certifications

**We will share your data with the following individuals / organisations**

* [Qualsafe](http://qualifications-network.co.uk/) Awards
We will share your information with our awarding organisation when you complete a course to award you with your qualification.

If you would like to make any amendments or ask us to delete your data from our records, please email your request to info@hst.org.uk
Please note, data that is required by law may not be deleted.