**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](mailto:info@hst.org.uk)  
Please note, data that is required by law may not be deleted.