

Introduction

Career Workshop is committed to respecting the privacy of visitors to its website. This Privacy Statement sets out the type of information we may collect and hold, and how it is used. It also contains our contact details so you can get in touch if you have any queries or concerns about your personal information.

We may occasionally modify this Privacy Statement, and such variations become effective immediately upon posting to the website, and by continuing to use the website you will be deemed to accept any such amendments.

Data Protection

Career Workshop is a UK-based company and complies with the eight principles of the Data Protection Act 1988. We are registered with the Information Commissioner, and our registration number is Z916376X.

What kind of information do we hold and what do we do with it?

We may collect information about you in several sections of this site. The type of information consists of, name, address, email address, telephone number, and any additional information you may give us in an online purchase or subscription application for Career Workshop. Any information we do collect from you is for internal use only and is not passed on to third parties.

Newsletter and mailing list

There is a 'subscribe to newsletter' option on the site. If you subscribe to this we will email you the Career Workshop newsletter, news items and website updates. You can remove yourself from the newsletter mailing list at any time via the website or by contacting us.

Your email address is never passed on to third parties. We will only allow authorised Career Workshop personnel who are familiar with the proper handling of data to have access to this information.

Data collection via web forms & email

This site collects personal data from you via web forms, and also via email addresses we provide so that you can contact us with enquiries. We will use the data you supply to answer an enquiry or to administer an ongoing commercial relationship.

You submit information using these methods voluntarily, and agree to the use of the personal data you provide as described in this policy.

If you give us personal information about somebody else, such as a colleague, we will assume you have their permission to do so, and their data will also be subject to this policy.

Links to send e-mail messages to Career Workshop are provided on certain pages of the site for your convenience. Your e-mail address is used only to respond back to your enquiry.

We do not ever share, sell, trade or rent your personal data to third parties.

IP addresses

We log IP addresses for analysing visitor trends and traffic on our website. This information is not passed on to third parties.

Cookies

Cookies are not required to view the Career Workshop website, but are required for transactions. If you wish to subscribe, or purchase a document, a cookie will be used to remember your name and email address to keep you from having to re-enter it every time you download a document or log-in.

We do not collect personal data about you by using cookies outside of this purpose. The cookies are non-permanent and will be removed when you close your browser.

If you prefer not to allow the use of cookies, you can change the configuration of your browser to either warn you when you receive a cookie, or to automatically reject them. You may find, however, that disabling cookies means certain areas of the site do not function correctly.

Security

Career Workshop takes the necessary security measures to safeguard your data, from risk of loss, destruction, unauthorised access, modifications or disclosure.

This site uses a security system that protects your information from unauthorised use. However, no data transmissions over the Internet can be guaranteed to be 100% secure, therefore we cannot ensure or warrant the security of any information you transmit to us, and you do so at your own risk.

Links to External Sites

Career Workshop provides links to other websites that are not managed by Career Workshop. We do not take responsibility for any information you share with these linked sites. If you are unsure if you have left the Career Workshop website, check the address bar. If <http://www.careerworkshop.co.uk> is not in the start of the address, you have left our website.

Please note that when we provide links to other sites, these sites are not governed by this Privacy Statement, and you should view the particular privacy statements of those sites for further information.

Contacting us and accessing your personal information

Under current Data Protection legislation you are entitled to know what personal information an organisation holds about you and how that information is processed. If you wish to know what information we currently hold on you, please write to us at:

Career Workshop Limited
PO Box 357
Ruislip HA4 4BJ.