



## **Online Booking for Airport Training Courses Privacy Policy**

### **Privacy Policy**

To be able to use the Vigilaris Fire Services Ltd Online Booking system we have to ask for and store some basic personal and business information about you and your organisation. By using our online system to attend any training session you consent to the collection and use of this data in the manner described.

We comply with and are registered under the Data Protection laws in the United Kingdom. We take all reasonable care to prevent any unauthorised access to and use of your personal data.

### **Data we Collect**

When you use the Vigilaris Fire services Online booking system you will be asked for information as specific to processing your booking and the collection of any charges.

The details you provide will be stored on a computer with off-site back-up. These details are necessary to enable us to manage the necessary bookings, including collecting payment.

If you choose to pay by credit/debit card we will also ask you for your credit/debit card details. These are only held by Sage Pay not by Vigilaris Fire Services Ltd.

All booking information will be retained by Vigilaris Fire Services Ltd unless requested to delete the information for a period of 3 years from the date of completion of the training course.



### **Other Use of Data**

We may contact you by e-mail or telephone to ask you for your feedback and comments on our services. In addition we may use the information as a service to our customers through sending you information on other Vigilaris Fire Services Ltd services or goods as they arise.

### **Sharing Data**

We do not provide this information to any other commercial or non-commercial organizations, unless so as to comply with any Airport governing body.

### **Updating your details**

If any of the information that you have provided to us changes, for example if you change your e-mail or postal address, name or telephone number, please let us know the correct details by up-dating your information on-line.

### **Your consent**

By submitting your information you consent to the use of that information as set out in this Policy. If we change our Privacy Policy we will post the changes on this page, and may place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times. Continued use of the service will signify that you agree to any such changes.

If you have any questions or comments about our privacy policy please send them to [info@vigilaris.com](mailto:info@vigilaris.com)