



GDPR STATEMENT COURSE KINGS LTD

Course Kings Data Controller is Kevin Morgan

Position Owner /Managing Director

Course Kings Ltd takes very seriously its responsibility to protect any personal data which is held

And as a result, we have put in place robust procedures to comply with GDPR

Overview

Any personal information or data we are given comes from individuals' that either work for profit and non-profit organisations to whom they have been given a responsibility as an employee or affiliate of the organisation to either request information on our services or to purchase a service or products, or they are private individual who wish to purchase our products or services. Such individuals provide us with personal information and information about their organisations for purchasing a service or product from us and such information is used by course kings to provide the correct product or service to the individual or company /organisation wishing to purchase a service or product that is offered by Course Kings Ltd. This information gained by either a telephone call made to us through telephone number 07976 829461 or landline 0207 127 4203 (call handling service know as zebra connections. Information is also gained by emails to coursekingsltd@gmail.com or older email addresses areyoutrainedsolutions@gmail.com through our website www.coursekings.co.uk, hosted by wix.com our certificate website www.coursekingscertificates.com and social media platforms linkdin Facebook twitter, denteeze

If we receive data from any new sources, we will update this list. This list is accurate as of 22April 2018

As Course Kings Ltd is a legitimate company who makes a profit from selling its services and products, Personal and company information is required to provide the correct service or product that a client needs therefore an individual that contacts us for information before or while purchasing a product or service assumes that Course kings ltd and its employees/ agents will require relevant information to help them purchase the correct service, product or solution. Any representative of Course Kings Ltd only requires personal date of an individual or company to help them to purchase the correct product /service or solution.

What Data do we Hold?

Course Kings ltd holds the following personal and company data

Individual name

Company name

Individual telephone number, company telephone number

Email address personal and or company

Professional association membership numbers such as GDC, HPC, NMC, GMC, REPS



Date of the call and any date related to a product or service that is being enquired about or purchased.

Data on information related to products the person or company is interested in.

Clients website address

Clients delivery and invoice address

Clients' accounts department address and details

Clients company registrations number

How we collect information

When you send us an enquiry or conduct a transaction on our website, as part of the process, we collect personal information you give us such as your name, address and email address. Your personal information will be used for the specific reasons stated above only.

We collect such Non-personal and Personal Information for the following purposes:

1. To provide products and Services we offer
2. To provide our Users with ongoing customer assistance
3. To be able to contact our Visitors and Users with general or personalized service-related notices and promotional messages;
4. To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our business partners may use to provide and improve our respective services;
5. To comply with any applicable laws and regulations

How we store, use, share and disclose your personal information

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.

How we communicate with you

We may contact you to notify you regarding

Our products and services or to troubleshoot problems with your account, to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, to send updates about our company, or as otherwise necessary to contact you to enforce our User



Agreement, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, text messages, and postal mail.

How to withdraw your consent

If you don't want us to process your data anymore, please contact us at coursekingsltd@gmail.com or send us mail to: Course Kings Ltd 6TH floor International House 233 Regent Street W1B 2QD

Privacy policy updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at coursekingsltd@gmail.com or send us mail to:

Course Kings Ltd 6TH floor International House 233 Regent Street W1B 2QD

Data Retention

We may retain your Personal Information and company information indefinitely, as indicated in this Privacy Policy or as otherwise needed to provide you with our products and services. As an example, we may need to provide you or anyone else representing your company with information on when a course or service was purchased, when the course was delivered and reissuing CPD or regulated certificates.

We may continue to retain such Personal Information even after you cease to use any Services, as reasonably necessary to comply with our legal obligations, to resolve disputes regarding our clients and Users, to prevent fraud and abuse, enforce our agreements and/or protect our legitimate interests.

We maintain a data retention policy which we apply to information in our care. Where your Personal Information is no longer required we will ensure it is securely deleted.

