Privacy Policy

Effective Date: 4th August 2025

1. Introduction

The Private Training Suite Limited ("we", "our", or "us") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, and store your personal data, and your rights under the UK General Data Protection Regulation (UK GDPR), which came into effect on 25 May 2018 and was retained in UK law following Brexit.

By accessing our website and using our services, you agree to the practices described in this policy.

2. What Information We Collect

We collect and process the following types of personal data:

- **Names**
- **Email Addresses**
- **Telephone Numbers**

This data may be collected when:

- You submit an enquiry form via our website.
- You communicate with us by phone, email, or other means.
- You sign up for or use our services.

3. How We Use Your Information

We use your personal data for the following purposes:

- To contact you in response to your enquiry about our services.
- To provide you with information about our training services that you have requested or we feel may be of interest to you, based on your consent or our legitimate interest.
- To manage and fulfil our obligations in providing services to you as a client or member.

4. Legal Basis for Processing

We process your personal data under one or more of the following lawful bases:

- **Consent** – When you have given clear permission for us to contact you, such as by completing our enquiry form.
- **Contract** – Where processing is necessary for the performance of a contract between us and you.
- **Legitimate Interests** – Where it is in our legitimate interest to contact you regarding services we reasonably believe may be of benefit to you and do not override your rights.

5. Data Sharing and Storage

Your data is stored securely and will not be shared with third parties for marketing purposes. We may share your data with service providers or partners who assist in delivering our services, but only when necessary and under strict data protection agreements.

6. Data Retention

We will retain your personal data only for as long as necessary to fulfil the purposes for which we collected it, including satisfying any legal, accounting, or reporting requirements. If you make an enquiry but do not proceed with our services, your data will typically be retained for no longer than 12 months.

7. Your Rights

Under the UK GDPR, you have the right to:

- Access the personal data we hold about you.
- Request correction or deletion of your data.
- Object to or restrict the processing of your data.
- Withdraw your consent at any time (if consent was the basis of processing).
- Lodge a complaint with the Information Commissioner's Office (ICO).

To exercise any of your rights, please contact us using the details below.

8. Cookies and Website Usage

Our website may use cookies to improve user experience.

9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page and, where appropriate, notified to you by email.

10. Contact Us

If you have any questions or concerns about this Privacy Policy or how we handle your data, please contact us at:

The Private Training Suite Limited
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Email: info@theprivatetrainingsuite.co.uk
Phone: 07852261319