

## Visitors and Customers Privacy Policy

### 1. Introduction

- 1.1 Welcome Skills is committed to safeguarding the privacy of their website visitors and customers.
- 1.2 This policy applies where Welcome Skills are acting as a data controller with respect to the personal data of our website visitors and customers; in other words, where Welcome Skills determine the purposes and means of the processing of that personal data.

### 2. Credit

- 2.1 This document was created using a template from SEQ Legal (<https://seqlegal.com>).

### 3. How we use your personal data

- 3.1 In this Section 3 we have set out:
- (a) the general categories of personal data that we may process;
  - (b) the purposes for which we may process personal data; and
  - (c) the legal bases of the processing.
- 3.2 Welcome Skills may process data about your use of our website and services "**usage data**". The usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your use of our website. The source of the usage data is our analytics tracking system. This usage data may be processed for the purposes of analysing the use of the website and services. The legal basis for this processing is consent or our legitimate interests.
- 3.3 Welcome Skills may process your account data "**account data**". The account data may include your name and email address. The source of the account data is data that you have previously consented to provide to us because you may have purchased from our website or web-based shops. The account data may be processed for the purposes of operating our website, providing their services, ensuring the security of their website and services, maintaining back-ups of our databases and communicating with you. The legal basis for this processing is consent OR our legitimate interests, namely the proper administration of our website and business OR the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.
- 3.4 Welcome Skills may process your information included in your personal profile on our website or on data you have consented to submit to us "**profile data**". The profile data may include

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:
Visitors and Customers Privacy Policy	July 2022	3	K.Hussin

and is not limited to your name, address, telephone number, email address, gender, date of birth, interests and hobbies. The profile data may be processed for the purposes of enabling and monitoring your use of our website and services. The legal basis for this processing is consent OR their legitimate interests, namely the proper administration of their website and business OR the performance of a contract between you and us, and/or taking steps, at your request, to enter into such a contract.

- 3.5 Welcome Skills may process your personal data that has provided in the course of the use of their services "**service data**". The service data may include and is not limited to your name, address, telephone number, email address, gender, date of birth, interests and hobbies. The source of the service data is you. The service data may be processed for the purposes of operating our website, providing our services, ensuring the security of our website and services, maintaining back-ups of our databases and communicating with you. The legal basis for this processing is consent OR our legitimate interests, namely the proper administration of our website and business OR the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.
- 3.6 Welcome Skills may process information that you post for publication on their website or through our services "**publication data**". The publication data may be processed for the purposes of enabling such publication and administering our website and services. The legal basis for this processing is consent OR our legitimate interests, namely the proper administration of our website and business OR the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.
- 3.7 Welcome Skills may process information contained in any enquiry you submit to us regarding goods and/or services "**enquiry data**". The enquiry data may be processed for the purposes of offering, marketing and selling relevant goods and/or services to you. The legal basis for this processing is consent.
- 3.8 Welcome Skills may process information relating to our customer relationships, including customer contact information "**customer relationship data**". The customer relationship data may include and is not limited to your name, address, telephone number, email address, gender, date of birth, interests and hobbies and information contained in communications between us. The source of the customer relationship data is you. The customer relationship data may be processed for the purposes of managing our relationships with customers, communicating with customers, keeping records of those communications and promoting our products and services to customers. The legal basis for this processing is consent OR our legitimate interests, namely the proper management of our customer relationships.
- 3.9 Welcome Skillsmay process information relating to transactions, including purchases of goods and services, that you enter into with them and/or through our website and web shops and our retail premises "**transaction data**". The transaction data may include your contact details, your card details and the transaction details. The transaction data may be processed for the purpose

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:
Visitors and Customers Privacy Policy	July 2022	3	K.Hussin

of supplying the purchased goods and services and keeping proper records of those transactions. The legal basis for this processing is the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract and our legitimate interests.

- 3.10 Welcome Skills may process information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters "**notification data**". The notification data may be processed for the purposes of sending you the relevant notifications and/or newsletters. The legal basis for this processing is consent OR the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.
- 3.11 Welcome Skills may process information contained in or relating to any communication that you send to us "**correspondence data**". The correspondence data may include the communication content and metadata associated with the communication (Our website will generate the metadata associated with communications made using the website contact forms.) The correspondence data may be processed for the purposes of communicating with you and record-keeping. The legal basis for this processing is their legitimate interests, namely the proper administration of our website and business and communications with users.
- 3.12 Welcome Skills process any of your personal data identified in this policy where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of their legal rights, your legal rights and the legal rights of others.
- 3.13 Welcome Skills may process any of your personal data identified in this policy where necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice. The legal basis for this processing is our legitimate interests, namely the proper protection of our business against risks.
- 3.14 In addition to the specific purposes for which Welcome Skills may process your personal data set out in this Section 3, they may also process any of your personal data] where such processing is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.
- 3.15 Please do not supply any other person's personal data to us.

#### 4. Providing your personal data to others

- 4.1 Welcome Skills may disclose your personal data to their insurers and/or professional advisers in so far as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:
Visitors and Customers Privacy Policy	July 2022	3	K.Hussin

- 4.2 Welcome Skills may disclose data you have consented to supply them with to their suppliers or subcontractors in so far as reasonably necessary for the purpose of carrying out our legitimate business interests.
- 4.3 Financial transactions relating to their website and services are OR may be handled by our payment services providers. Welcome Skills will share transaction data with our payment services providers only to the extent necessary for the purposes of processing your payments, refunding such payments and dealing with complaints and queries relating to such payments and refunds.
- 4.4 In addition to the specific disclosures of personal data set out in this Section 4, Welcome Skills may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person. Welcome Skills may also disclose your personal data where such disclosure is necessary for the establishment, exercise or defense of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

## 5. Retaining and deleting personal data

- 5.1 This Section 5 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.
- 5.2 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 5.3 Welcome Skills will retain your personal data as follows:
- (a) personal data (which may include and is not limited to your name, address, telephone number, email address, gender, date of birth etc.) will be retained for a minimum period of 1 month (if your enquiry to us goes no further than a simple enquiry) and for a maximum period of 13 years following your contact to us should we enter into a contract with you.
- 5.4 In some cases it is not possible for us to specify in advance the periods for which your personal data will be retained. In such cases, we will determine the period of retention based on the following criteria:
- (a) the period of retention of will be determined based on legal retention periods proscribed by current UK Legislation.
- 5.5 Notwithstanding the other provisions of this Section 5, Welcome Skills may retain your personal data where such retention is necessary for compliance with a legal obligation to

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:
Visitors and Customers Privacy Policy	July 2022	3	K.Hussin

which we are subject, or in order to protect your vital interests or the vital interests of another natural person

## 6. Amendments

- 6.1 Welcome Skills may update this policy from time to time by publishing a new version on our website.
- 6.2 You should check this page occasionally to ensure you are happy with any changes to this policy.
- 6.3 We will notify you of significant changes to this policy by ensuring that the newest policy is available to download from our website.

## 7. Your rights

- 7.1 In this Section, Welcome Skills have summarised the rights that you have under data protection law. Some of the rights are complex, and not all of the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities ([www.ico.gov.uk](http://www.ico.gov.uk)) for a full explanation of these rights.
- 7.2 Your principal rights under data protection law are:
- (a) the right to access;
  - (b) the right to rectification;
  - (c) the right to erasure;
  - (d) the right to restrict processing;
  - (e) the right to object to processing;
  - (f) the right to data portability;
  - (g) the right to complain to a supervisory authority; and
  - (h) the right to withdraw consent.
- 7.3 You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee.

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:
Visitors and Customers Privacy Policy	July 2022	3	K.Hussin

- 7.4 You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.
- 7.5 In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: when the personal data they hold on you is no longer necessary in relation to the purposes for which it was collected or otherwise processed; you withdraw consent to consent-based processing; you object to the processing under certain rules of applicable data protection law; the processing is for direct marketing purposes; and the personal data has been unlawfully processed. However, there are exclusions of the right to erasure. The general exclusions include where processing is necessary: for exercising the right of freedom of expression and information; for compliance with a legal obligation; or for the establishment, exercise or defense of legal claims.
- 7.6 In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.
- 7.7 You have the right to object to their processing of your personal data on grounds relating to your particular situation, but only to the extent that the legal basis for the processing is that the processing is necessary for: the performance of a task carried out in the public interest or in the exercise of any official authority vested in us; or the purposes of the legitimate interests pursued by us or by a third party. If you make such an objection, they will cease to process the personal information unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.
- 7.8 You have the right to object to their processing of your personal data for direct marketing purposes (including profiling for direct marketing purposes). If you make such an objection, we will cease to process your personal data for this purpose.
- 7.9 You have the right to object to our processing of your personal data for scientific or historical research purposes or statistical purposes on grounds relating to your particular situation, unless the processing is necessary for the performance of a task carried out for reasons of public interest.
- 7.10 To the extent that the legal basis for our processing of your personal data is:

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:
Visitors and Customers Privacy Policy	July 2022	3	K.Hussin

- (a) consent; or
  - (b) that the processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.
- 7.11 If you consider that their processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with a supervisory authority responsible for data protection. You may do so in the EU member state of your habitual residence, your place of work or the place of the alleged infringement.
- 7.12 To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.
- 7.13 You may exercise any of your rights in relation to your personal data by written notice to us.

## 8. About cookies

- 8.1 A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.
- 8.2 Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.
- 8.3 Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

## 9. Cookies that we use

- 9.1 Welcome Skills use cookies for the following purposes:
- (a) authentication - we use cookies to identify you when you visit our website and as you navigate our website
  - (b) status - we use cookies to help us to determine if you are logged into our website
  - (c) personalisation - we use cookies to store information about your preferences and to personalize the website for you

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:
Visitors and Customers Privacy Policy	July 2022	3	K.Hussin

- (d) security - we use cookies as an element of the security measures used to protect user accounts, including preventing fraudulent use of login credentials, and to protect our website and services generally
- (e) advertising - we use cookies to help us to display advertisements that will be relevant to you
- (f) analysis - we use cookies to help us to analyse the use and performance of our website and services
- (g) cookie consent - we use cookies to store your preferences in relation to the use of cookies more generally

## 10. Managing cookies

10.1 Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:

- (a) <https://support.google.com/chrome/answer/95647?hl=en> (Chrome);
- (b) <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences> (Firefox);
- (c) <http://www.opera.com/help/tutorials/security/cookies/> (Opera);
- (d) <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer);
- (e) <https://support.apple.com/kb/PH21411> (Safari); and
- (f) <https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy> (Edge).

10.2 Blocking all cookies will have a negative impact upon the usability of many websites.

10.3 If you block cookies, you will not be able to use all the features on our website.

## 11. Our details

11.1 This website is owned and operated by Welcome Skills.

11.2 We are registered in England and Wales under registration number 04664538 and our registered office is at Betchworth House, 57-65 Station Road, Redhill, Surrey. RH1 1DL.

11.3 Our principal place of business is at Sovereign House, 29-31, Limpsfield Road, Sanderstead, South Croydon, CR2 9LA

11.4 You can contact us:

- (a) by post, to the postal address given above;

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:
Visitors and Customers Privacy Policy	July 2022	3	K.Hussin



- (b) using our website contact form;
- (c) by email, using the email address published on our website.

12 Our Data Protection Officer's contact details are:

Name:

Sovereign House, 29-31, Limpsfield Road, Sanderstead, South Croydon, CR2 9LA

This policy should not be read in isolation, but is designed to be read in conjunction with Welcome Skills Retention Policy.

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:
Visitors and Customers Privacy Policy	July 2022	3	K.Hussin