

Privacy Policy:

1. Introduction & Compliance

Evolution Training Consultancy (“We”) is committed to protecting your privacy and respecting your data rights. This policy outlines how we handle your personal data and is governed by the General Data Protection Regulation (GDPR). By using our services or communicating with us, you agree to the practices described in this notice.

2. Who We Are

We are Evolution Training Consultancy the Data Controller, meaning we determine how your personal data is processed and for what purposes.

Contact Details: Carol West

Address: Dovecote, Barnsley, South Yorkshire

Email: carol@evolutiontrainingconsultancy.co.uk

3. The Data We Collect

We process 'Personal Data'—information that can identify you directly or indirectly (e.g., name, email, IP address). This may include:

- Contact information (name, address, email, phone)
- Financial information for contractual obligations
- Data collected automatically via the website (e.g., IP addresses, browser characteristics)
- Other data relevant to providing our services and meeting legal obligations

We also collect Special Categories of Personal Data for equality monitoring purposes (racial/ethnic origin, sexual orientation). This data is anonymised and never shared with anyone else.

4. Why We Use Your Data

We process your data based on legitimate interests to provide our products and services for our contracted clients. This includes:

- Maintaining day-to-day business relationships
- Provision of our services and business development activities
- Carrying out obligations under client/supplier contracts and processing financial transactions
- PR and marketing activities

Your data will be treated as strictly confidential and will not be shared with anybody else.

5. Data Retention & Security

We will process personal data during the contract duration and store only the necessary data for six years after the contract has expired to meet any legal obligations. After six years, any unneeded personal data will be deleted.

We are committed to taking appropriate measures to protect Personal Data against unauthorised access and loss. We do not transfer personal data outside the EEA or use automated decision-making.

6. Your Legal Rights

You have the right to request:

- A copy of the personal data we hold about you
- The correction of any inaccurate or out-of-date personal data
- The erasure of your personal data where it is no longer necessary to retain it
- To withdraw your consent to processing (where consent was the legal basis)
- Restriction on further processing if there is a dispute
- To object to the processing of personal data

You can exercise these rights by contacting us using the details above. We will respond within one month.