

Privacy Notice

This notice tells you how we collect, use and protect your personal information.

We won't process your personal information in a way you wouldn't reasonably expect.

Processing of your information is carried out by or on behalf of Anthias Consulting Ltd, Company registration number: 5468650

Email: privacy@anthias.co.uk

Post: 1 Hamden Way, Papworth Everard, Cambridgeshire CB23 3UG

Lawful basis for processing

We will use one of the following bases for processing your personal data:

1. Consent – for example, if you subscribe via our website to receive our e-newsletters
2. Contract – for example, if you provide your personal data to us in order for us to provide you with a quotation for training or consultancy or to deliver our training or consultancy services
3. Legal obligation – we may be required to process your data for legal and regulatory compliance
4. Legitimate interest – for example sending details of our training courses to individuals and organisations who may be interested in our training that we are delivering in a particular region or training that is relevant to a particular industry.

Information we collect and where this is used

When you contact us to make an enquiry or book a place on a training course, we create a record in your name. To this record we add information you give to us and use this in the following ways:

Training course bookings

When you book a place on one of our training courses, we collect personal details in order to process your registration. We collect your name, contact details, organisation and position. If a visa invitation letter is required, then we will store passport information. This may be shared with the UK Embassy on request. We also collect details you provide of any learning difficulties or access requirements to identify any additional support required. We ask for details of specific dietary requirements to facilitate in the provision of lunch on our scheduled and hosted courses. We share information relating to health and safety to the host venue, the level of information may vary between venues.

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Enquiries

When you make an enquiry with us, we collect your personal details provided, in order to respond to your enquiry. You may choose whether you wish to opt-in to future communications from us.

If we receive your business card at an event, we will add your details to our mailing list. You will receive a welcome email enabling you to change your preferences and you may unsubscribe at any time.

E-newsletters

You can subscribe to our e-newsletters by completing the subscribe form on our website. or when you submit your details through an enquiry form on our website. We send our e-newsletters through Campaign Monitor, a leading e-mail marketing provider. We share your name, email address, company, job title and country with Campaign Monitor. See Campaign Monitor's [security policy](#). When you subscribe, you can change your preferences to indicate which analytical techniques you wish to receive communications about. You can alter your preferences or unsubscribe at any time through the links provided within the e-mail or by contacting us at marketing@anthias.co.uk.

Feedback comments

Delegates' feedback is an essential part of our commitment to the continuous appraisal and improvement of our high-quality training courses. At the end of each training course, we ask delegates to provide their rating of the course and feedback comments. We ask if we may share these comments on our website and in our marketing materials to provide insight to other analysts. We provide the option to display your comments along with your name, position and company, to display your comments anonymously or to not display any information. Where permission is given, feedback comments may be published in (not limited to) our company website, social media pages and news articles and publicity materials.

Photographs and videos

Our courses provide an interactive training experience, and photographs and videos help to illustrate the essence and style of the course to prospective delegates. Delegates are requested to sign in on each day of the course and on this signing in sheet we ask permission to use any photographs and videos taken during the course. Where permission is given, photographs and videos may be published in (not limited to) our company website, social media pages, news articles and publicity materials.

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Online virtual classroom training courses

Anthias' live virtual classroom training courses will be recorded for training and quality purposes, to facilitate a one-time link for attendees to watch the recording in the event they have missed part of the live course and to provide on-demand access to the training course. By registering for the course you agree to the recording of the course. You may be referred to by your first name by the course instructor and if you choose to use your microphone, your voice will be recorded. During the live course, you can choose to use the private Q&A facility to type a question for the instructor and request to have it responded to privately. Or alternatively you can choose to ask the instructor a question privately after the course has finished and the recording stopped, or by email or by arranging a telephone call with the instructor. Before providing access to the recording, we anonymise the public Q&A and chat feeds, as well as removing the attendees pod.

Data sharing

We only share your information with service providers who enable us to deliver our products and services to you, such as the distributor of our e-mail newsletters (see E-newsletters section). If you ask us for help and it is outside of the scope of Anthias' services, then we can recommend a contact who we think will be able to help you. We will ask for your permission to share your email address and/or telephone number with that contact and only if you accept will we pass on that information, usually through an introductory email to you both.

Payments

We use WorldPay for credit/debit card payments. We do not store credit/debit card details.

Website Privacy

Our website is secured using SSL (Secure Sockets Layer) security protocol. All communication through our website is encrypted.

Website cookies

Cookies are small text files that are placed on your device by websites that you visit. We use cookies in order to make our website function and to collect anonymous information about how visitors use our website. Some of the cookies we commonly use are listed below. If you do not wish to allow this use of cookies, you may be able to change the settings on your browser to disable them. For more general information about cookies and how to disable them through your browser, visit [allaboutcookies.org](http://www.allaboutcookies.org).

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Cookie name	Duration	Description
cookie-agreed	100 days	Determines whether the user has agreed to the use of cookies, either by closing the notification about cookies across the top of the website, or by continuing to browse the website after the notification has been shown.
_ga	2 years	Google Analytics – collates anonymous information, including the number of visitors to the website, where visitors have come from to the website and which pages they viewed.
_gid	24 hours	Google Analytics - used to distinguish users.
_gat	1 minute	Google Analytics - limits the collection of data on high traffic sites
_has_js	Expires when the browsing session ends	This cookie determines whether the user has Javascript enabled. This cookie expires 23 days from the session date.
_drupal.tableDrag.showWeight	1 year	This cookie determines whether a numeric weight is shown when a table is dragged.

Access to information we store about you

You can ask us at any time to send you all the information that we hold about you. To do this, please email privacy@anthias.co.uk