

Data Protection Policy	HRC/P-14 Revision: 3 Effective Date: 07/04/2017
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Horizon Risk Consultancy Ltd (hereinafter referred to as Horizon) needs to collect certain types of information about people with which it deals. We are committed to protect the personal information we collected from them, or that they provide to us, will be processed by us.

The data protection policy is to ensure that data is managed effectively and lawfully. Horizon fully adheres to the principles of data protection, as set out in the GDPR.

Horizon also works with the following accrediting bodies sharing individual data when booking a course:

- The National Examination Board in Occupational Safety and Health (NEBOSH)
- Highfield
- BSI

If you send us an enquiry about products that we offer through one of our partners, we will pass on your details to the relevant partner so that they can help you.

When you have booked a course with us, we may need to share your personal details with relevant accrediting bodies for exam registration purposes required in order for us to fulfil our contract with you. These accrediting bodies include but are not limited to Highfield and NEBOSH.

By registering for an assessment, the learners give express consent for us to transfer their data; for example the full name, address, email address, gender, and telephone contact details to our accrediting bodies for the purpose of registration, examination and certification of qualifications only. Relevant accrediting bodies have privacy policy and arrangement available on their websites detailing how they will process this data. **For detailed privacy notice, please refer the Appendix 1.**

To comply with the GDPR Horizon will;

- Ensure fair collection and use of information;
- Specify the purposes for which information is used when collecting data from learners;
- Collect and process appropriate information needed to fulfil operational need, learner registration and examination needs or comply with legal requirements;

<p>AUTHORIZATION <i>Sandy Lu</i> <hr style="width: 80%; margin-left: 0;"/> Sandy Lu Managing Director</p>	<p>REVIEW DATE 01/01/2024</p>
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- Ensure the quality of information used;
- Ensure that information is held for no longer than necessary;
- Ensure that the rights of an individual are fully exercised under the Act;
- Take appropriate technical and organisational security measures to safeguard personal information.

If you have any concerns or wish to contact Horizon regarding Data Protection, please contact us by emailing info@horizonriskconsultancy.com or write to:

Horizon Risk Consultancy Ltd,
3M Buckley Innovation Centre,
Firth Street, Huddersfield,
United Kingdom, HD1 3BD

Appendix: Privacy Notice

1. Our commitment to you

We are committed to protect your personal information we collect from you, or that you provide to us, will be processed by us.

This notice applies to you whenever you use our services, by contacting us by phone, email, using our websites or interacting with us on social media.

Please read the following carefully to understand our practices on how we will treat your personal information.

The legal basis we rely on to process personal information

The law on information protection sets out a number of different bases on which an organisation may collect and process your personal information, including:

Consent

In specific situations, we can collect and process your information with your consent. For example, when you tick a box to receive email newsletters.

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Performance of a contract

In certain circumstances, we need your personal information in order to perform a contract that we have entered into with you.

4. When we collect your personal information

We may collect your personal information on a number of occasions. For example, when you:

- Send us a completed contact form at our website;
- Complete a booking form to purchase a service;
- Contact us by any means with queries, etc;
- Ask us to email you information about a product or service;
- Book to attend an event;
- Have had your information passed to us by a third party. For example, when your employer books a training course with us registers your details with us in order for you to be assessed for the qualification you wish to take.

5. The personal information we may collect and how we may use it

- Your name, address, date of birth, telephone number, email address, including by phone, email, or when you communicate with us via social media;

How we use your personal information:

- To provide information and services to you;
- To enroll or register you for a training course, qualification, assessment and certification;
- To verify your identity on the day of exam per accredited training body's requirement;
- With your agreement, to contact you electronically about promotional offers and services which we think may interest you;

6. Sharing your personal information

We will not disclose your personal information to any third party. We will never sell or rent our customer information to other organisations for marketing purposes.

7. Your rights

If you would like to update your personal information or let us know the personal information we hold is incorrect you may do so by contacting us.

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You have a right to:

- Know about how we protect your personal information, (as set out in this notice);
- Unsubscribe from our newsletter, marketing or any other services where we rely on your consent for holding your personal information.
- Ask us to restrict our use of your personal information and to object to your personal information being processed;
- Ask us to delete your personal information.
- Request access to the personal information that we hold about you.

8. Security

We will take all reasonable steps to ensure that appropriate technical and organisational measures are carried out in order to safeguard the information we collect from you and protect against unlawful access and accidental loss or damage. These measures may include (as necessary):

- Our webhosting provider have both hardware and software firewalls;
- Locating our information use storage facilities in secure locations;
- When necessary, disposing of or deleting your information so it is done so securely; and
- Regularly backing up and encrypting all information we hold.
- We will ensure that our employees and third parties working on our behalf are aware of their privacy and information security obligations.

10. Complaints

If you are not happy with the way your information is being handled, you can seek recourse through our internal complaints procedure by writing to us at:

Horizon Risk Consultancy Ltd,
 3M Buckley Innovation Centre,
 Firth Street, Huddersfield,
 United Kingdom, HD1 3BD.
 Email: info@horizonriskconsultancy.com

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Revision summary

Rev.	Date	Coordinator	Description of revision
P1	07 April 2017	Sandy Lu	Approved
P2	13 June 2019	Sandy Lu	Approved
P3	01 December 2023	Sandy Lu	Approved

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