Privacy policy

This privacy policy explains how we use any personal information we collect about you when you use this website.

Topics:

\_\_What information do we collect about you?

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\_\_Marketing

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What information do we collect about you?

We collect information about you when you register with us or place an order for products or services.

How will we use the information about you?

We collect information about you to process your order, manage your account and, if you agree, to email you about other products and services we think may be of interest to you. Business & Employment Support & Training will not share your information for marketing purposes with any other companies.

Marketing

We would like to send you information about products and services of ours which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please [email](mailto:shirley@pauldavidprocess.com) us with the heading Unsubscribe.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some, or all, of your personal information please [email](mailto:shirley@pauldavidprocess.com) or write

to us at the following address.

17 Milton Meadows, Milton, Nr Tenby

Pembrokeshire, SA70 8PL

We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Other websites

Our website may contain links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 8th May 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you. To contact us please [email](mailto:shirley@pauldavidprocess.com) us