



C. S. TODD
& ASSOCIATES LTD

Fire Safety Consultants

Privacy Policy

C. S. Todd & Associates Limited (CSTA) will always respect your privacy and will only use your information for specified and lawful purposes as provided for under the General Data Protection Regulation (GDPR). We will use and handle your information responsibly and will take all appropriate organisational and technical measures to safeguard your information from accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.

What information we collect about you

In order to provide you with our services we may collect some of the following information about you:

Name
Date of Birth
Postal address
Name of business / employer
Postal address of business / employer
Contact telephone number
Contact email address

Additionally, if you are attending one of our training courses, we will collect information on your course attendance and marks achieved in assessments. This information may be shared back with your employer, if applicable.

How your information will be used

Your information will be used to provide the services you or your employer have instructed and added to our systems so that we can do this.

Who might we share your information with?

We will not share your data with any third party (apart from training courses) unless instructed to do so.

If you book onto one of regulated training courses your information will be shared with FireQual the awarding organisation for the regulated training which you are undertaking.

C.S. Todd & Associates Ltd

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Registered Office: Hutton Roof, Eglinton Road, Rushmoor, Farnham, Surrey GU10 2DH.
Registered in Cardiff - No. 2189901



Certificate Number 860
ISO 9001

How long we will keep your information?

We will not hold your personal information indefinitely and periodically we will review whether it is still appropriate for us to retain this information.

If you wish us to delete your information from our systems at any time you can request us to do so.

Lawful basis for processing

We will only process your information where it is necessary to support the legitimate interests of our business.

Date: 01.05.22

Signature: *C S Todd*

Name: Colin Todd

Position: Managing Director