



THE SMAE INSTITUTE

Privacy Statement

The SMAE Institute (1919) Ltd respects the privacy of every individual who visits our websites or responds to our interactive advertisements. This Privacy Statement outlines the information The SMAE Institute collects via its various web pages and how we use that information. This Statement will also instruct you on what to do if you do not want your personal information collected or shared when you visit The SMAE Institute's website or respond to our advertisements.

How we use your information?

The SMAE Institute collects personally identifiable information such as your name, address, telephone number, or email address only if you consent to provide us with that information.

This voluntary information we collect is used to notify customers about updates to our website, and to contact potential customers about The SMAE Institute (1919) courses, products, events or promotions in which they have indicated they are interested. We do not share information collected with any other companies.

We take our responsibilities in relation to personal information seriously and ensure it is held, used, transferred and processed in accordance with all applicable Data Protection laws. This includes any law, enactment or regulation relating to the processing, privacy and use of personal data as applicable to the Institute.

The SMAE Institute will not disclose your personally identifiable information unless required to do so by law or in the good faith and belief that such action is necessary to: (1) conform to the edicts of the law; (2) protect and defend the rights or property of The SMAE Institute.

Information collected automatically

We also collect certain information about our web visitors automatically, such as your domain name, the type of internet browser you use, and the operating system you use. This information is used only for internal review, to help us improve the content of our web pages.



THE SMAE INSTITUTE

Children

The SMAE Institute (1919) Ltd does not intentionally collect personally identifiable information such as name, address, telephone number, or email address from children. However, users of any age can visit our website.

If a child has provided us with personally identifiable information, a parent or guardian of that child should e-mail us at: info@smaeinstitute.co.uk or telephone +(44)1628621100 if they would like this information deleted from our records. We will use reasonable efforts to delete the child's information from our existing files.

Your rights and changes to this statement

You can amend the information we hold about you, or your mailing preferences, at any time by calling +(44)1628621100 or emailing info@smaeinstitute.co.uk. If you have any queries, or wish to restrict data processing or sharing (including use for marketing) or do not want to be contacted by the Institute, please contact us.

The controller for your personal data is **The SMAE Institute (1919) Ltd**, Maidenhead. Our Data Protection Officer is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data and can be contacted at info@smaeinstitute.co.uk .

We will publish any changes we make to this Privacy Statement on our website.

You have the right to request a copy of the personal information about you that we hold or to ask us to delete personal information about you. You have the right at any time to require us to stop using your personal information for direct marketing purposes.