



RECAP Ltd Privacy Policy

RECAP Ltd ("we," "us," or "our") respects the privacy of our users ("you" or "your"). This Privacy Policy describes the types of information we collect from and about you when you use our website and all the branches associated with the brand; RECAP First Aid Training; RECAP Consultancy & Research, RECAP Podcast and RECAP Publishing (collectively, the "Service") and how we use that information.

1. Information We Collect

We collect the following type of information from and about users of our Service:

- **Personal Information:** This includes information that can be used to identify you, such as your name, email address, phone number, and billing address.

2. How We Use Your Information

We use the information we collect for a variety of purposes, including:

- To provide and operate the Service
- To process your transactions
- To respond to your inquiries and requests

3. Sharing Your Information

We will not share your information with third-party service providers and will only use it for the purposes we have specified. The exception to this is with ProTrainings Europe/ Training Qualifications UK, as they are the provider of the courses and therefore facilitate this with our centre via a dashboard.

We may disclose your information if we are required to do so by law or in the good faith belief that such disclosure is necessary to comply with a court order, or other legal process.



RECAP Ltd, The Maltings, Rosemary Lane,
Halstead, Essex, CO9 1HZ .
Registered company no: **14972331**



4. Data Security

We take reasonable steps to protect the information you provide to us from loss, misuse, unauthorised access, disclosure, alteration, and destruction. We will keep your information on a password protected computer/harddrive.

Data will be kept for the legally required amount of time for tax and business purposes. Data will not be kept longer than is deemed necessary and will be discarded safely and confidentially.

5. Children's Privacy

Any data or information collected about children will be bound by the same terms as adults.

6. Changes to This Privacy Policy

We may update this Privacy Policy from time to time and without notice.

7. Data Protection Law

RECAP Ltd adheres to the relevant GDPR data protection laws as stated here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

[Data Protection Act 2018 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2018/12/data-protection-act-2018)

8. Contact Us

If you have any questions about this Privacy Policy, please contact us at lucie.recap@gmail.com.

Version Control



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This privacy policy is effective as of **21.05.2024**. We reserve the right to modify this policy at any time.

(all policies are available to view on the website www.recapinfo.co.uk)



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