



This Privacy Policy sets out how we use and protect any information that you give us when you visit Education Guru.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this Privacy Policy.

From time to time we may change this policy by updating this page. You should regularly check this page to ensure that you are happy with any changes.

## What do we collect?

We may collect the following information:

- Name
- Contact information including email address and location

## What we do with the information we gather?

We use this information for the following reasons:

- To improve our products and services.
- To periodically send newsletters and promotional emails about new training courses, special offers or other information which we think you may find interesting using the email address which you have provided. You can opt out of this when registering with Education Guru and at any time in the future.
- When we use other companies to provide services on our behalf, e.g. processing orders, answering customers' questions about products or services, sending emails, customer analysis, assessment and profiling, when using auditors/advisors or processing credit/debit card payments.

## Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control

over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites, as such sites are not governed by this Privacy Policy. You should exercise caution and look at the Privacy Policy applicable to the website in question.

## **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.

If you have any questions or comments about this Privacy Policy please email [info@educationguru.co.uk](mailto:info@educationguru.co.uk)

