

PRIVACY POLICY

Kestrel Consulting (Education) Limited (company registration number 03104384) (the **Company** or **us**) is committed to preserving the privacy of all visitors to www.thinking.co.uk (the **Website**). This privacy policy explains how we use the information we collect about you, how you can instruct us if you prefer to limit the use of that information and procedures that we have in place to safeguard your privacy.

Please read the following privacy policy to understand how we use and protect the information that you provide to us.

By registering, you consent to the collection, use and transfer of your information under the terms of this policy.

INFORMATION THAT WE COLLECT FROM YOU

When you register at the Website you may be asked to provide certain information about yourself including your name, contact details and credit or debit card information. We may also collect information about your usage of the Website as well as information about you from messages you post to the website and e-mails or letters you send to us. We may also use aggregate information and statistics for the purposes of monitoring usage of the Website in order to help us develop the Website and our services and may provide such aggregate information to third parties. These statistics will not include information that can be used to identify any individual.

USE OF YOUR INFORMATION

Your information will enable us to provide you with access to all parts of the Website and to supply the goods or services you have requested. It will also enable us to bill you and to contact you where necessary concerning your orders. We will also use and analyse the information we collect so that we can administer, support, improve and develop our business.

In particular, we may use your information to contact you for your views on our services and to notify you occasionally about important changes or developments to the site or our services.

Further, where you have consented, we might also use your information to let you know about other products and services which we offer which may be of interest to you including events, and we may contact you by post, telephone or fax, as well as by e-mail. If you change your mind about being contacted in the future, please let us know.

DISCLOSURE OF YOUR INFORMATION

The information you provide to us will be held on our computers in the UK and may be accessed by or given to our staff working outside the UK and third parties who act for us for the purposes set out in this policy or for other purposes approved by you. Those parties process information, fulfil and deliver orders, process credit card payments and provide support services on our behalf.

Where you have consented when providing us with your details, we may also allow carefully

selected third parties, including other companies in our group, to contact you occasionally about products and services which may be of interest to you including. They may contact you by post, telephone or fax, as well as by e-mail. If you change your mind about being contacted by these companies in the future, please let us know at admin@thinking.co.uk.

Finally, if our business enters into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners, our advisers and any prospective purchasers and their advisers.

Countries outside the European Economic Area do not always have strong data protection laws. However, we will always take steps to ensure that your information is used by third parties in accordance with this policy, but we make no warranties about the reliability of these steps.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

COOKIES

Cookies are small amounts of information which we store on your computer. Unless you have indicated your objection when disclosing your details to us, our system may issue cookies to your computer when you log on to the site. Cookies make it easier for you to log on to and use the site during future visits. They also allow us to monitor website traffic and to personalise the content of the Website for you. You may set up your computer to reject cookies by amending your browser privacy options, although, in that case, you may not be able to use certain features on the Website. If you do not wish to receive cookies in the future, please let us know at admin@thinking.co.uk.

SECURITY AND DATA RETENTION

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or as long as the law requires.

ACCESSING AND UPDATING

You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact us. We are entitled by law to charge a fee of £10 to meet our costs in providing you with details of the information we hold about you.

UPDATING YOUR DETAILS

If any of the information that you have provided to the Company, for example if you change your e-mail address, name or payment details or if you wish to cancel your registration, please let us know at admin@thinking.co.uk.

CHANGES TO OUR PRIVACY POLICY

Any changes to our privacy policy in the future will be posted to the site and, where appropriate, through e-mail notification.

CONTACT

All comments, queries and requests relating to our use of your information are welcomed and should be addressed to admin@thinking.co.uk.