

## Privacy Policy

Health Information Consulting Ltd (“HIC”, “we” or “us”) is a company incorporated in England and Wales – registration no. 3479912. Our head office is Homestall House - Low Barn, Homestall Lane, KENT ME13 8UT. If you wish to contact us please use the “Contact Us” links at [www.health-informatics.co](http://www.health-informatics.co) or [www.hic-ltd.com](http://www.hic-ltd.com)

Please read this Privacy Policy carefully. It applies to the website you were using which linked to this Privacy Policy (the “site(s)” or “website(s)”).

We may change this Privacy Policy from time to time by updating this document. You should review this page regularly. Your continued use of the site after changes have been made will be taken to indicate that you have read and accepted those changes. You should not use the site if you are not happy with any changes to the Privacy Policy.

This statement sets out how we use and protect personal information that you provide when you use this site, in compliance with European Union (“EU”) and UK data protection requirements.

We are established and based in the UK. As such, we comply with EU and UK data protection law. If you are resident outside the EU then we cannot confirm that our collection and treatment of personal data is compliant with your local data protection/privacy laws. If you do not agree to your data being dealt with in the manner described in this statement then please do not submit your personal details. However, please note that where you do not submit personal details that we request your access to the services/materials offered by this site will be restricted.

### **What information do we collect?**

When you register to use this site we will grant access to this site. As part of the registration process you will be required to provide us with personal information, comprising:

- your name and contact information, including e-mail address
- information regarding your personal or professional interests, demographics, experiences with our products and services and contact preferences

### **What do we do with the information we collect?**

We will use the personal information you provide for the following reasons:

- internal record keeping
- to improve our products and services to users
- to contact you for research purposes including market research
- to analyse patterns and trends of use and the uptake of educational courses and facilities

### **Direct Marketing**

By registering to use this site and providing your personal data you are giving your permission for your data to be held by us.

We would like to provide you with information about new products, services, courses and other information which we think you might find interesting. We would like to send you such information by mail or e-mail.

### **Who do we share this information with?**

We will not transfer, disclose, sell, distribute or lease your personal information to third parties unless we have your permission, are required to do so by law, or they are required for the purposes of payment processing and/or goods delivery.

If you think that any information we have about you is incorrect or incomplete you can use the profile pages to make any required corrections or e-mail us using the 'Contact Us' links. We will correct or update any information as soon as possible.

### **Security of Data**

We are committed to ensuring that your personal information is secure. All password information is securely stored using password encryption and storage techniques. Payment information is processed using the Secure Sockets Layer (SSL) so as long as your browser supports the Secure Sockets Layer (SSL) any personal information transmitted from your browser to its web service, or from the service to your browser, will be encrypted to make it unreadable. No bank, credit or debit card or personal payment information is ever captured or stored by us at any stage in the payment process.

Please note, that Secure Sockets Layer (SSL) encryption is not employed throughout the site including during login and therefore any personal information you transmit (including profile page information) should be considered less secure and readable (if intercepted) to the same extent that unencrypted emails can be read.

### **Linking**

As outlined in the Terms and Conditions of use, we may link to other websites which are not within our control. Once you have left the site we cannot be responsible for the protection and privacy of any information which you provide. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Cookies**

We use cookies in relation to certain areas of the site. Cookies are files which store information on your hard drive or browser which means that we can recognise that you have visited the site before. Cookies can make it easier for you to maintain a login session and your preferences on the site. By seeing how you use the site we can tailor the site around users' preferences and measure the general usability of the website. In particular we may use cookies to identify which pages are being most frequently used. This information is used for statistical analysis including the identification of patterns and trends in educational needs and demand.

You can should you choose, disable the cookies from your browser and delete all cookies currently stored on your computer. On Microsoft Internet Explorer this can be done by selecting "Tools/Internet Options" and reviewing your privacy settings or selecting "delete cookies". You can find out how to do this for your particular browser by clicking "help" on your browser's menu. No information obtained from a cookie will be used for marketing purposes.

### **Newsletters and Forum Posts**

We send out a newsletter with featured courses, new courses and special offers. This can be unsubscribed from at any time. Click the 'unsubscribe' link located at the top or bottom of the mailing to unsubscribe. If you do unsubscribe please ensure that you provide us with the correct email address that you want unsubscribed (we are unable to track email addresses with forwarders on).

### **Your part to play**

As a user on the web we expect you to maintain up to date security software to protect all parties from malicious malware etc. This will enable you to ensure that your PC is virus free, that your passwords and information are protected at all times and through this, that the risk of your transmitting any malware to the site is mitigated.

Please do not share your personal information with anyone unless you are 100% sure that your information is protected.