GDPR Privacy & Cookie Policy

Our privacy policy

Sheldrake Training Limited is committed to protecting your privacy.

When you contact us or visit our website, your personal information is stored securely and processed fairly as required by the Data Protection Act 1998.

Our privacy policy explains the following:

- What information Sheldrake Training Ltd may collect about you.
- How Sheldrake Training Ltd will use your information and ensure this is not shared with organisations outside the company.
- How long your information may be held on our system.
- Your choices regarding the personal information you provide to us.
- How cookies are used on our website and the options available to reject these.

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Changes to our privacy policy

We may update our privacy policy from time to time, so you may want to check the latest version before providing personal data to Sheldrake Training Ltd. This version was last updated on 09 May 2025.

How we collect information

We collect personal information when you

- Register online through our website
- Complete a form or questionnaire
- Contact us by phone, post or email

In addition, information is automatically captured each time you visit our website. Weuse cookies (see below) and collect IP addresses (that can uniquely identify a specific computer or network device on the internet) to track visitors to our websites.

What we do with this information

We use the personal information you provide to answer your enquiries and to make improvements to our website.

We do not share personal information

Sheldrake Training Ltd will not share your personal details with any external organisations.

How long do we keep your information?

Your information will be held on our systems for as long as is necessary to answer your requests and maintain a dialogue with those individuals who remain interested in Sheldrake Training Ltd.

Will I be contacted by Sheldrake Training Ltd for marketing purposes?

We will only contact or send information about Sheldrake Training Ltd to those people who have given us permission to do so.

We will only provide information that is relevant to you.

What information do we hold about you

You can request a report detailing all the information we hold about you by writing to the address below.

What to do if you don't want us to contact you in the future

Write to the address below asking us not to contact you again.

What to do if you want us to remove your details from our record

Write to the address below asking us to delete your details from our records.

Data Protection

More information about the Data Protection Act 1998 and your rights can be found at www.informationcommissioner.gov.uk

Freedom of Information

More information about the Freedom of Information Act 2000, can be found at www.foi.mod.uk

Contacting Sheldrake Training Ltd about personal information

If you have any questions about this Privacy Policy, or the information we hold about you, please write to:

Data Protection Officer
Sheldrake Training Limited
Crown Chambers
Bridge Street, Salisbury. SP1 2LZ
info@sheldraketraining.org.uk

About the cookies we use

We use cookies on our website. Cookies are small bits of data we store on the device you use to access Sheldrake Training Ltd website so we can collect statistics relating to repeat users. Each cookie expires after a certain period of time, depending on what we use it for. Below we list and describe the various cookies usedon our website.

By using Sheldrake Training Limited's website, you expressly consent to the use of cookies as described on this page and in our Privacy Policy.

Cookie Description	Purpose	More Information
Google Analytics	Used to collect information about how visitors use our site. We use the information to compile reports and to help us improve our services. The cookies collect informationin an anonymous form, including the number of visitors to the site, the location of our visitors and the pages they visited.	Learn moreabout Google Analytics and privacy
Authentication	This cookie is set when you log into ourwebsite.	
Unique ID	Long-term cookie we use to identify yourbrowser in between different sessions.	
Session ID	Helps us to maintain short-term state information about your browsing session.	

We don't believe cookies are sinister, but you can still choose to remove or disable cookies via your browser. Refer to your web browser's configuration documentation to learn how to do this. Please note that doing this may adversely impact your ability to use our services. Enabling cookies ensures a smoother experience when using our website. You can learn more about cookies here

http://www.aboutcookies.org/Default.aspx?page=1

Version Control	
Policy Title:	GDPR Privacy and Cookies Policy
Version Number:	2.1
Originator:	N/A
Approved By:	Training Director
Date Approved:	09 May 2025
Review Interval:	Annually
Review Date:	June 2026