ftc privacy policy
This privacy policy sets out how ftc uses and protects any information that you give us when you use this website.

ftc is 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 statement. ftc may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from May 2014.

What we collect
We may collect the following information:
- name and job title
- contact information including email address
- demographic information such as postcode

What we do with the information we gather
We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

Internal record keeping
We may use the information to improve our products and services. We may periodically send email newsletters which include information about new products and services, news, events or industry information. From time to time; we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests.

Security
We are committed to ensuring that your information is secure. In order 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.

Cookie policy
Should you wish to view our cookie policy, you will find it here.

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 and such sites are not
governed by this privacy statement. You should exercise caution and look at
the privacy statement applicable to the website in question.

Controlling your personal information
You may choose to restrict the collection or use of your personal information in the
following ways:

- whenever you are asked to fill in a form on the website, please indicate if you do
  not want the information to be used by anybody for direct marketing purposes if
  you have previously agreed to us using your personal information for direct
  marketing purposes, you may change your mind at any time by writing to or
  emailing us at ftc@foodtraining.org.uk

- this e-mail address is being protected from spambots. You need JavaScript
  enabled to view it. We will not sell, distribute or lease your personal information
  to third parties unless we have your permission or are required by law to do so.

- we may use your personal information to send you promotional information
  about third parties which we think you may find interesting if you tell us that you
  wish this to happen.

You may request details of personal information which we hold about you under the Data
Protection Act 1998. A small fee will be payable. If you would like a copy of the
information held on you please write to:

Food and Drink Training and Education Council (ftc)
icon Business Centre
4100 Park Approach
Leeds
LS15 8GB

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 at the above address. We will promptly
correct any information found to be incorrect.