

# 3CPD Privacy Notice

## Who we are

At 3CPD Ltd, we are committed to maintaining the trust and confidence of our customers who attend our CPD events. In particular, we want you to know that 3CPD is not in the business of selling, renting or trading mailing lists with other organisations for marketing purposes. In this Privacy Notice, we've provided information on when and why we collect your personal data, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

## Types of data we collect

### Customers

When you book to attend one of our CPD events, we collect your contact details, together with a little bit about you such as your qualifications, e.g. MRICS, and your interests and specialisms, e.g. building surveying. We also record your bookings for and attendance at our events. We do not share your personal data with any other organisation without your consent.

We use Google Analytics to collect data on the behaviour of visitors to our website in order to understand their usage and to improve their experience. For this we use cookies.

### Mailing Lists

We use MailChimp to manage our mailing list and to send out mailshots. Subscribers to our mailing list join through a double opt-in process (which is marketing best practice) so that no one else can sign you up without your knowledge.

We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our newsletters. For more information, please see [MailChimp's privacy policy](#). You can unsubscribe from our mailing list at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing us at [guy@3cpd.co.uk](mailto:guy@3cpd.co.uk).

### Speakers

We maintain records of past and potential speakers for our CPD events, including contact details, qualifications and specialisms.

## Access to your personal information

You are entitled to view, amend, or have erased the personal data that we hold. You should email your request to Guy Pullen at [guy@3cpd.co.uk](mailto:guy@3cpd.co.uk).

If you have a concern about our use of your personal data, please speak with us before contacting the [Information Commissioner's Office](#).

## Changes to this Privacy Notice

We will review this Privacy Notice annually, or sooner in the light of any changes in legislation or any changes in our data processing activities. If we make any substantive changes, we'll let you know about them.