

## PRIVACY POLICY

You can discuss our privacy policy with our Data Protection Officer via email at [info@optimisedlearning.com](mailto:info@optimisedlearning.com). If you believe you have received unsolicited email from Optimised Learning, please send your complaint to our Data Protection Officer along with a copy of the unsolicited email and we will do everything we can to ensure that this does not happen again.

We do not automatically collect any information about users of this website.

We do collect information about users who choose to voluntarily communicate with us through email or via submission of our contact pages.

We also collate general aggregate information about use of the website for statistical purposes.

Upon written request we will provide all information held about a specific user; however, proof of identity will be required before we provide that information.

If you provide information to us via our contact forms you will only receive a response to your reasons for contact, we will not contact you for any other reason. However, if we feel we have an offer or new service relating to your specific enquiry we may contact you again in the future.

If you do not wish to be contacted in this way, please let us know by sending a brief email to our Data Protection Officer.

We will not pass your information to a third party unless otherwise requested by yourself. We reserve the right to change the wording of this policy at any time.

If we feel it is appropriate to change this policy, we will notify users of this website by posting the new wording on this web page.