



# Privacy Policy

## **Levira Training and Development Ltd**

*Trading as Levira Training and Consulting*

**Effective date:** 18 April 2026

Levira Training and Development Ltd, trading as Levira Training and Consulting ("Levira", "we", "us", or "our") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect personal data in accordance with UK GDPR and the Data Protection Act 2018.

### **1. Who We Are**

**Legal entity:** Levira Training and Development Ltd

**Trading name:** Levira Training and Consulting

**Business type:** Training and Consulting services

**Registered address:** 2 East Street, Rossendale, BB4 4JT

**Email:** [enquiries@leviraconsulting.co.uk](mailto:enquiries@leviraconsulting.co.uk)

**Website:** [www.leviraconsulting.co.uk](http://www.leviraconsulting.co.uk)

## **2. Personal Data We Collect**

We may collect and process the following personal data:

### **A. Information You Provide**

- Name
- Email address
- Telephone number
- Job title and organisation
- Billing and invoicing details
- Course registrations, enquiries, and feedback
- Information shared during training or consulting engagements

### **B. Automatically Collected Data**

When you visit our website, we may collect:

- IP address
- Browser type and version
- Pages visited and interaction data
- Cookies and similar technologies

## **3. How We Use Your Data**

We use personal data to:

- Deliver training and consulting services
- Respond to enquiries and communications
- Manage bookings, contracts, and invoicing
- Provide access to learning materials
- Improve our services and website
- Comply with legal and regulatory obligations

We do **not** sell or trade personal data.

#### **4. Lawful Basis for Processing**

We process personal data under the following lawful bases:

- **Contractual necessity** – to provide agreed services
- **Legitimate interests** – to operate and grow our business
- **Legal obligation** – accounting, tax, and compliance purposes
- **Consent** – where required (e.g. marketing communications)

Consent can be withdrawn at any time.

#### **5. Marketing Communications**

We may contact you with relevant information about our services where:

- You have opted in, or

- You have an existing professional relationship with us

You can opt out at any time by using the unsubscribe link or contacting us directly.

## **6. Data Sharing**

We may share personal data only with:

- Professional advisers (e.g. accountants, legal advisers)
- Trusted service providers (e.g. IT, email, website hosting)
- Regulatory or legal authorities where required by law

All third parties are required to maintain appropriate data protection standards.

## **7. Data Security**

We implement appropriate technical and organisational measures, including:

- Secure systems and access controls
- Restricted access to personal data
- Secure storage and password protection

## **8. Data Retention**

We retain personal data only for as long as necessary:

- Client and financial records: up to **7 years**

- Marketing data: until consent is withdrawn
- Enquiry data: up to **12 months** if no engagement occurs

## 9. Your Rights

You have the right to:

- Access your personal data
- Request correction or erasure
- Restrict or object to processing
- Request data portability
- Withdraw consent at any time
- Lodge a complaint with the **Information Commissioner's Office (ICO)**

👉 <https://www.ico.org.uk>

## 10. Cookies

Our website uses cookies to improve usability and performance. You can control cookies through your browser settings. A separate **Cookie Policy** may apply.

### **11. International Transfers**

We do not intentionally transfer personal data outside the UK. Where required, appropriate safeguards will be implemented.

### **12. Changes to This Policy**

This Privacy Policy may be updated from time to time. The latest version will always be available on our website with the effective date shown.

### **13. Contact Details**

For privacy-related enquiries, contact:

**Levira Training and Development Ltd**

*Trading as Levira Training and Consulting*

**Email:** *enquiries@leviraconsulting.co.uk*