### **Terms and Conditions**

By registering with Health Skills Training Ltd, you must first agree to the terms and conditions on this page. If you do not accept the terms, you may not use the services. By checking "I agree to the terms of use" you are stating that you agree to the terms in this document.

If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern Health Skills Training Ltd relationship with you in relation to this website.

The term 'Health Skills Training Ltd' or 'us' or 'we' refers to the owner of the website whose registered office is Health Skills Training Ltd, 51 Frederick Road, Salford, Manchester, M6 6FP. The term 'you' refers to the user or viewer of our website.

### The use of this website is subject to the following terms of use:

1. The content of the pages of this website is for your general information and use only. It is subject to change without notice.

Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.

Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.

We recommend that person or group or organisation requiring onsite classroom training courses book, organise, secure a place with one of the instructors for the practical part of their training, prior to purchasing the online course as we cannot be held responsible if you are unable to attend the dates offered and no refunds are available for the online segment of the course.

It is your responsibility to ensure that the course you purchase is suitable for your occupational requirements and fulfils your training obligations, if in doubt we recommend checking with the body that governs your particular industry prior to purchasing your course, as no refund will be given if you have to undertake additional training.

Refunds will not be given due to the failure to successfully complete any of the courses available on our website.

We cannot be held responsible in any way for cancellations or refunds for the practical aspect of our courses that are not run by Health Skills Training Ltd. All dealings must be conducted by you and the Provider or the Instructor you have booked for this part of your training.

This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.

All trademarks reproduced in this website, which are not the property of, or licensed to the operator, are acknowledged on the website.

Unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence.

From time to time this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).

You may not create a link to this website from another website or document without Health Skills Trainings' prior written consent.

Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Scotland and Wales.

## 2. Product Specifications

While we endeavour to ensure all specifications are correct at the time of publication, they do vary.

As such we can accept no responsibility for incorrect information.

### 3. Payment Method

If you are making a booking online, you can pay by credit or debit card or by purchase order. Pay Pal handles our online credit and debit card transactions in a secure environment. If paying by purchase order, the invoice will need to be addressed to the booker or delegate's employer. Payment must be made within 14 days from the date of the invoice or if the booking is made less than 7 days before the Course date, payment is required before the Course date. For bookings made other than via the Website, payment can be made in the following ways:

Credit or debit card:

Direct bank transfer to the HST bank account, details of which can be found below;

Cheques by post made payable to "HST Ltd"

If you are an existing member of HST, using any credit that you have standing on your HST account.

Please note if you make payment by cash we will provide you a payment confirmation via receipt. You are advised to notify the HST Ltd in advance if you wish to pay by direct bank transfer to ensure the swift confirmation of your booking. You will not be eligible to attend the Course until full payment is received. In the case of late bookings payment must be made prior to attendance of the Course. If payment is not made prior to the delegate attending the Course HST Ltd reserves the right to refuse admission until payment has been made in full.

Health Skills Training Ltd reserves the right to charge an administration fee plus interest on any unpaid invoice (whether fully or partly unpaid) in accordance with the relevant late payment legislation. Customers with delivery addresses outside the European Union may not be liable for VAT. Customers outside the UK are fully liable for any import duty or taxes or additional charges made by customs or other authorities. We accept no liability for the payment of any import, export or similar duty or tax imposed due to shipping of goods outside the United Kingdom.

### 4. Liability limitation

The course material and curriculum available at Health Skills Training Ltd is developed by an experienced health care trainer, educator and compiled from information that is widely accepted. The Health Skills Training Ltd is an independent organization. Health Skills Training Ltd does not accept liability for losses or damage incurred as a result of your application of the material learned in this course. The information on this site carries no warranty or guaranty of any kind; expressed or implied. Health Skills Training Ltd is not liable, either in contract, tort (including negligence) or otherwise for direct or indirect loss of profits, business or anticipated savings, nor for any indirect or consequential loss or damage or for any destruction of data.

### 5. Health Skills Training excludes all liability of any kind in respect of

Any material on the Internet which can be accessed via the website and is not responsible in any way for any goods (including software) or services provided by third parties advertised, sold or otherwise made available by means of the Service or on the Internet;

Health Skills Training Ltd is not liable either in contract, tort (including negligence) or otherwise for the acts or omissions of other providers of goods or services or for faults in those goods or services.

This agreement shall be governed by the laws of England and Wales.

### 6. Age limitation

There is no age limit as many of the Health Skills Training Ltd are related to health care trainings that can be widely used across schools and organisations. However it is advised to parents to supervise minors below the age of 16 as some of the training information's/pictures/video clips may contain sensitive information. If you are aged 16 or under, you should not enter personal information on our web pages without the approval of your parent or guardian.

### 7. Your certificate

Your printed certificate may vary from the image displayed on this website. Your certificate represents that you have successfully completed the test created by our instructors for which the certificate is issued. When we issue you a certificate, we assume that you alone have completed the test. To the knowledge of our instructors, you trained in. Our certification does not guarantee that you are qualified to perform skills required. First-time taker is recommended to take hands-on trainings at a physical location. It is your responsibility to ensure that our certificate fulfils the requirements as requested by an employer, institution or state.

If you require printed certificate would be charged at £4.99 for postage, shipment and handling. International fee may vary.

## 8. We do not offer legal advice

Know the rules of your organisation/ the local area in which you may be demonstrating/conducting learned skills/ Trainings/CPR, including Good Samaritan laws, before administering Trainings/BLS/CPR. Any legal questions should be referred to an attorney.

# **Privacy and Data Protection**

Health Skills Training Ltd 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.

Health Skills Training Ltd 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 09/05/2015.

Personally Identifiable Information

The reason we collect personal information is to allow us to provide members with the best and most useful content and services.

### 1. What We Collect

We may collect the following information:

- Name and job title
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer purchases, qualifications and/or offers

### 2. 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
- Certification purposes
- We may use the information to improve our products and services
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided
- You will receive a weekly video update for the course you have taken, for which you can
  opt out at any time through your own student login
- From time to time, we may also use your information to contact you to notify you of new courses, or to alert you when your training is due for renewal

# 3. 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, look for the box that you can click to indicate that 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 info@healthskillstraining.com
- 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 email us at info@healthskillstraining.com
- 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.

### 4. Cookies

Cookies are used by many web sites to improve overall data reporting as well as to provide better and more personalised web services. Cookies are contained within your web browser and are triggered when you enter a web site. As a registered member cookie information may be used to automatically log you in to our website when revisiting, and provide us with a date of last entry. Overall, cookies must be enabled on your PC as the technology we use to log member sessions on our site is reliant on those privacy settings. The cookie entered onto your PC when visiting Health Skills Training is only able to be accessed by our site, and we cannot read any other cookies from other sites on your machine. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## 5. 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.

### 6. Web Bugs & Servers

We may use technologies, including electronic images known as web bugs - sometimes called transparent GIFs, clear GIFs, or beacons - that allow us to track general user traffic patterns. We also automatically receive and record information from our servers and from your browser, including your IP address, the time of your visit to pages on our site, and information about pages you visited. We may use cookies and tracking technologies in a variety of ways, including:

- Keeping count of return visits to our site or our advertisers' or partners' sites
- Accumulating and reporting anonymous, aggregate (data collected in mass), statistical information on website and advertisement usage
- Determining which features our overall user population likes best
- Saving your password so you don't have to re-enter it each time you visit our sites
- Display the most appropriate advertising based on your interests
- To fulfil your requests for certain products and services, such as sending out electronic newsletters and enabling users to participate in polls, contests and forums.

## 7. Third-Party Advertisement Servers

We occasionally run banner ad campaigns or track links from third party advertisers, such as Double-Click and Trade Doubler. Some of our advertisers use third-party companies to serve their advertisements on our sites and, in some cases, in our HTML-formatted newsletters. In both cases, these third-party advertising companies employ cookie and web bug technologies to measure advertisement effectiveness. We do not give any personally identifiable information to them as part of this relationship. Unless you visit the website of these companies and provide them with personally identifiable information about yourself, these tracking technologies tell those advertisers nothing about who you are. Our advertisers' use of tracking technology is subject to their own privacy policies. If in doubt about any of this please do not hesitate to contact us with regard to a particular campaign, and we will endeavour to answer any questions you have.

We do not make any personally identifiable information available to other companies or individuals. We do aggregate information to demonstrate overall trends and preferences of the member base with advertisers and other third parties for marketing, promotional and other purposes. We do not disclose to these entities any information that could be used to identify you personally.

Users have to opt-in to receive our electronic newsletters or those of third parties when registering.

Users who opt-in may remove themselves from mailing lists at any time through the update my profile page or by following the instructions at the end of the email they received from us.

A certain level of personal information is required when registering with our site and opting not to provide this information will mean that you will not be able to utilise certain areas of our products or services.

As a registered member you can update your personally identifiable details in "Update my Profile". Members can change their information at any time and as often as necessary. This is especially important if you change your email address. Where this facility does not currently exist please email notice of any changes to <a href="mailto:info@healthskillstraining.com">info@healthskillstraining.com</a> identifying your registered email address and the specific site you have registered with along with changes you require to your account.

If our privacy policy changes we will reflect the changes in this Website Policies document. It is your responsibility to check for updates in the Privacy and User Terms & Conditions within the Website Policies before using the site.

Questions, Comments

Questions regarding this privacy statement, or should be emailed to <a href="mailto:info@healthskillstraining.com">info@healthskillstraining.com</a> or Write to us: Health Skills Training Ltd, 51 Frederick Road, Salford, Manchester, United Kingdom, M6 6FP.