

We are committed to preserving your privacy. Please read the following privacy policy to understand how we use and protect the information that you provide to us.

By using this Site you consent to the collection, storage, use and transfer of your information under the terms of this policy.

Information that we collect from you

We collect information about you:

- If you make a course enquiry, course booking and payment with us or otherwise provide us with your personal details (such as your name, contact details, e-mail address etc) and;
- from your usage of the Site and any other information you post on the Site, e-mail or otherwise send to us.

Use of your information

We use your information:

- To enable us to supply you with the services (such as course content and materials) and information which you have requested;
- to carry out our obligations arising from any contracts entered into between you and us;
- to analyse the information we collect so that we can administer, support and improve and develop the services we offer;
- to contact you in order to send you details of related information which may be of interest to you;
- to provide you with access to certain parts of our Site;
- for all other purposes consistent with the proper performance of our operations and business; and
- to contact you for your views on our products and services.

We may contact you by post or telephone as well as by e-mail. If you change your mind about being contacted in the future by any of these means then please let us know.

Disclosure of your information

Cookies

A "cookie" is a small text file that attaches to the hard drive of your computer and remembers information about the configuration of your computer.

We use this information to track your movements through our Site, to find out how it is being used and to assess its usefulness. Personal information about you is not collected during the tracking process.

You can disable the cookies that we attach if your browser supports this. For further information on how to do this, please refer to www.allaboutcookies.org. However, you should bear in mind that if you exercise this option, you may be unable to use some of our on-line services.

Some third party services on our website may also set cookies if you specifically allow this.

Cookies collect anonymous information about how visitors use our site, which is then used to help improve the site. The information collected includes the number of site visitors, where visitors come to the site from and the pages they visited.

Google Analytics

Google Analytics is a reporting tool for websites which allows us to view anonymous information about how our website is used and how visitors get to our website. Google Analytics uses cookies to define user sessions, as well as to provide a number of key features in the Google Analytics reports. Google Analytics cookies do not collect personal data about our visitors. More technical information about Google Analytics cookie usage can be found at: developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage.

Google's privacy policy is available at: www.google.com/policies/privacy.

Our cookies:

Cookies used on www.aset.co.uk

_ga

Expiration Time: 2 years

Description: Google Analytics - used to distinguish users.

_gat

Expiration Time: 10 minutes

Description: Google Analytics - used to throttle request rate.

has_js

Expiration Time: Session (expires on site exit)

Description: This helps the website understand browser Javascript functionality - An on/off flag that denotes whether or not the browser supports Javascript.

Use of third party websites

Because we want your experience of our Site to be as informative and useful as possible, we may provide links to websites operated by third parties ("**Third Party Websites**"). Please be aware that we do not control such Third Party Websites and that such Third Party Websites may send their own cookies to users, or otherwise collect data or solicit personal information.

We assume no responsibility for the information gathering practices of Third Party Websites that you are able to access through our Site, and we encourage you to review each Third Party Website's privacy policy before disclosing any personally identifiable information.

Security

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction or damage.

Please help us keep our records updated by informing us of any changes to your e-mail address and other contact details.

Changes to our Privacy Policy

We may amend this policy from time to time. If we make any substantial changes we will notify you by posting a prominent notice on our Site.

Your rights

You have the right to ask for a copy of the information held by us in our records in return for which we may charge a small fee. You also have the right to require us to correct any inaccuracies in your information.

Contact us

If you have any queries concerning your personal information or any questions on our use of the information then please contact us at:

ASET International Oil and Gas Training Academy
Altens Campus
Hareness Road
Aberdeen
AB12 3LE

Telephone: 0300 330 5559

Email: asetbookings@aset.co.uk