

## Cookie Policy

The European Community recently introduced legislation to protect the privacy of web users by limiting how websites can use cookies. Learn Train Recruit Ltd is committed to protecting your privacy. As part of this commitment we are providing you with information about the cookies we use, so that you can make informed decisions.

The information below should be read in conjunction with our [Privacy Policy](#)

### What are cookies?

Cookies are small text files that our website(s) or services provided for us by other companies put on your computer. The information in them helps us to improve your experience of using our website and learning with us. Many of our cookies are deleted when you log out of your learning or close your web browser. None of our cookies contain any of your personally identifiable information.

Because you are using our website(s) we assume that you are happy for us to use cookies in this way.

If you are not happy, then you should either not use our website(s), set your web browser to not accept cookies from Learn Train Recruit Ltd or use your web browser's anonymous browsing setting (this is called 'Incognito' in Google Chrome, 'InPrivate' in Internet Explorer and 'Private Browsing' in Firefox).

For more information on cookies, how to control the use of them in your browser and how to browse the internet anonymously visit the [All About Cookies](#) website.

Because our learning systems rely on cookies to deliver your courses effectively you give us consent to use cookies as outlined below when you purchase or enroll on a block (Learn Train Recruit Ltd). We will not provide technical support to learners who choose to block cookies and then encounter issues with their learning.

You will not be able to purchase online courses from the Learn Train Recruit Ltd website if you set your browser to not accept cookies as our ecommerce system uses them to process transactions. We are unable to facilitate purchases by any other method (e.g. telephonesales) or provide technical support to online users who choose to block Learn Train Recruit Ltd cookies.

Unit 2 Cedar Court,  
1 Royal Oak Yard,  
London SE1 3GA

t. +44 (0)20 7357 9869  
t. +44 (0)20 7357 6697

[www.learntrainrecruit.com](http://www.learntrainrecruit.com)

Registered in England and Wales No. 08601634

## What cookies Learn Train Recruit Ltd uses:

### Session Cookies

We use a number of session cookies to provide functionality including, but not limited to, remembering who you are when you have logged into our website(s) or learning systems, to identify you when you move from one Learn Train Recruit Ltd system to another, to greet you by name on screen, to optimise the effectiveness of our web servers and to remember the items you have put into our shopping basket.

We consider these cookies to be strictly necessary for the secure and efficient operation of our website(s) and learning systems and make your experience of using them easier and quicker.

If these cookies are blocked or disabled then much of the functionality of our systems will be broken.

### Persistent Cookies

We use a number of persistent cookies to provide functionality including, but not limited to, returning you back to the point in your learning you had reached the last time you logged out, to show you content you had looked at on a previous visit to make it easier to find it again, to make sure you are only invited to complete a web survey occasionally and that you don't see alerts or messages repeatedly during a single web visit.

If these cookies are blocked or disabled then our systems will still be usable, but the user experience will be severely degraded.

### DoubleClick (Google)

This cookie is used on a small number of pages on the Learn Train Recruit Ltd website to track the effectiveness of our Google Adwords and Google Sponsored Link advertising.

For more information on how to permanently opt-out of DoubleClick placing this cookie on your computer visit <http://www.google.com/policies/privacy/ads/#toc-optout> or install the Google Advertising Cookie Plugin for your browser <http://www.google.com/ads/preferences/plugin/>

### Google Analytics

We use Google Analytics to track visitors experience so we can continually improve our site and provide you with the most relevant information.

This site uses Google Analytics, a web analytics service provided by Google, Inc. Google Analytics sets number of cookies (default is 4) in order to evaluate your use of the site and compile reports for us on activity on the site.

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Google stores the information collected by the cookie on servers in the United States. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google.

Google Inc are members of the US Safe Harbor Scheme.

This scheme allows the transfer of data from within the EEA to countries that are outside of the EEA without having to enter into a specific data transfer agreement. Companies that sign up to the scheme are deemed to provide adequate protection for personal data transmitted from Europe.

Google Inc's registration is a <http://safeharbor.export.gov/companyinfo.aspx?id=10543>.

For more information on the cookies set by Google Analytics please go to:  
<http://code.google.com/apis/analytics/docs/concepts/gaConceptsCookies.html>.

Google has also created their own opt-out plugin that you can get from:  
<http://tools.google.com/dlpage/gaoptout>.

### **Social network cookies**

Some pages on our website(s) contain social network 'share' or 'like' buttons. The social network may set a cookie (or cookies) on your PC when you click on one of these buttons.

In order to implement these buttons on our website(s) we use code which is hosted by the relevant social network. If you are a member of some of these networks they may use this code to track that you have visited our website(s) whether you click the buttons or not.

(Learn Train Recruit Ltd) does not control these cookies or the underlying code. You should check the privacy statement of the relevant social network before clicking them and/or to find out how they track their members' behaviour using these elements and how to opt out of this functionality

### **Blocking cookies**

Most browsers allow you to refuse to accept cookies. For example:

(1) in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector;

(2) in Firefox you can block all cookies by clicking "Tools", "Options", and un-checking "Accept cookies from sites" in the "Privacy" box.

Blocking all cookies will, however, have a negative impact upon the usability of many websites. If you block cookies, you will not be able to use the password feature on our site, some navigation paths will stop, some 3rd party service like Facebook and LinkedIn will stop working.

### Deleting cookies

You can also delete cookies already stored on your computer:

(1) in Internet Explorer, you must manually delete cookie files (you can find instructions for doing so at <http://support.microsoft.com/kb/278835>);

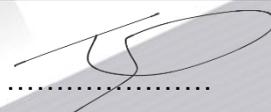
(2) in Firefox, you can delete cookies by, first ensuring that cookies are to be deleted when you "clear private data" (this setting can be changed by clicking "Tools", "Options" and "Settings" in the "Private Data" box) and then clicking "Clear private data" in the "Tools" menu.

Obviously, doing this may have a negative impact on the usability of many websites as cookies are need for operation of most modern websites/3rd party integration features.

### Changes to this Cookie notice

We reserve the right to update this Cookie notice at any time, and we will provide a new Cookie notice when we make any substantial updates.

**If you have any questions about this cookie notice, please email [info@learntrainrecruit.com](mailto:info@learntrainrecruit.com) .**

Signed:  .....

Name: Tim Andrews

Position: Managing Director

Date created: 20.05.2018

1<sup>st</sup> Review Date: 20.05.2019

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