Welcome to our privacy policy. Here at Morris Services we are committed to protecting your information when you use our services. To find out more about Morris Services and what we do, please look at the 'About Us' section of our website.

This policy explains how we use any personal information we collect about you when you use our website or get in contact with us. If you have any questions please go to our Contact page and we will be happy to help.

What information do we collect about you?

We collect information about you when you book a course, make a payment, provide a course evaluation and when you use our contact form. This may cover anything from your contact details to payment information, which course you are attending, or feedback you've provided.

We also collect information about your use of our websites, and how you arrived at our website in the first place. We can also see which pages of our website have been viewed by you and for how long. All this information helps us tell what content is popular with our visitors so we can prioritise it.

We also use cookies to collect this information about you. Please see our cookie policy below for further information.

How will we use this information about you?

We collect information about you to process your booking, register you on your course, and contact you regarding course details. We may also contact you for feedback on courses you have taken.

Will we pass your information on to other companies?

In general no we will not.

Name and address are sent to HSBC for processing payments only.

How long will we keep this information about you?

We will only keep information about you for as long as we need to. We have an internal retention policy where there are varying retention periods for different categories of information depending on our legal obligations and whether there is a commercial need, such as answering queries regarding courses.

After a retention period has elapsed, the data is deleted.

What is our Cookie policy?

A cookie is a text file containing a small amount of data which is downloaded to your computer when you visit one of our websites or see one of our adverts elsewhere on the internet. The vast majority of websites use cookies and tracking technologies.

We currently only use cookies with Google Analytics to better understand how our customers navigate to and through our website, how long customers spend visiting our content items and how often they return to visit our website. [Learn more about Google Analytics cookies and privacy information](#)

How do we keep your information secure?

At Morris Services we take the security of our customers and visitors data very seriously. We use a highly regarded and professional hosting service to secure and protect data held on-line. Only a restricted number of Morris Services' officers have access to this information as required to fulfil their professional duties.