

## Legal Statement & Privacy Statement

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When you visit, subscribe, register, book or place an order with us, you may be asked to provide certain information about yourself. This may include (but is not limited to) your name, contact details, job title, company, email address and in some cases credit or debit card details.

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From time to time we may also collect information about your usage of our website, as well as information about you from messages you post to the website and e-mails or letters you send to us. This information enables *Fast Forward PM* to provide you with access to our website and to supply the information, products or services that you have requested. We may also use the collected information for administration, improvements and developing our business, products and services.

We may use your information to contact you for your views on our products and services or occasionally to notify you about changes or developments to our website, products or services. We may also use your information to let you know about our other products and services which might be of specific interest to you and may contact you by post, telephone or e-mail.

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#### Viewing Your Information

You are entitled to see the information we hold about you and you may request that we make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact us by e-mailing at: [info@ffwdpm.com](mailto:info@ffwdpm.com)

We are entitled by law to charge a statutory fee of £10 to meet our administration costs in providing you with these details.

#### Registering

You can browse the *Fast Forward PM* website without the need to register. However if you want to subscribe to our newsletter, make a booking / purchase through the website or request further information or download brochures / documentation then you will need to register.

Registration on our website is free. You do not need to enter any credit or debit card details to register - credit / debit card details will only be asked for when you order a product or service from us.

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### Contact Information

If you have any questions please email us at: [info@ffwdpm.com](mailto:info@ffwdpm.com)

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### Changes to our Privacy Policy

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