

# ELECTRONIC COMMUNICATION DISCLAIMER

Last updated: **05/03/2022**

The Teacher Trainer Ltd. would hereafter be referred to as TTT in this document.

## Scope of the disclaimer

This disclaimer is provided for TTT customers, including learners and staff members who are using or delivering the courses or qualifications TTT offer.

## Location of the disclaimer

This disclaimer is available for all staff members, third parties and learners to access. The most up to date version of the disclaimer is available on our website [www.theteachertrainer.co.uk](http://www.theteachertrainer.co.uk).

## Communication of the disclaimer

It is important that TTT staff (involved in the management, delivery, assessment and quality assurance of nationally recognised qualifications) and learners undertaking our qualifications, are fully aware of the contents of the disclaimer. It is a requirement that staff at TTT access, read and understand the disclaimer during their induction.

## Review of the disclaimer

TTT will review the disclaimer annually as part of our self-evaluation process and revise it as and when necessary. The review process includes analysis of monitoring data, consultation with and feedback from customers, learners, clients, staff and other stakeholders, changes in practices, actions required by Awarding Organisations or changes in legislation to determine the impact of the disclaimer and any action required. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

## About Us

Our e-mails are sent from one of the computers belonging to TTT, a private limited company (Companies House No. 8540014) registered in England and Wales at Regus House Fairbourne Drive, Atterbury, Milton Keynes, England, MK10 9RG.

## Views Expressed

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## Confidentiality

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### **Security Warning**

Please note that this e-mail has been created in the knowledge that e-mail is not a 100% secure communications medium. We advise that you understand and observe this lack of security when e-mailing us.

### **Viruses**

Computer viruses can be transmitted by email and you should be aware that emails may be intercepted by 3rd parties. Whilst TTT takes every care to protect its systems from virus attacks and other harmful events, it gives no warranty that this message (including any attachments) is free of any virus or other harmful matter and accepts no responsibility for any loss or damage resulting from the recipient receiving, opening or using it. We advise that in keeping with good computing practice, the recipient should ensure that these are actually virus free.

### **Monitoring & Storage**

Please note that e-mails sent to and from TTT are routinely monitored for record keeping, quality control and training purposes, to ensure regulatory compliance and to prevent viruses and unauthorised use of our computer systems. TTT reserves the right to monitor and review the content of all messages sent to or from this email address. Messages sent to or from this email address may be stored on our email server.

Thank you for your co-operation!