

UK Privacy Notice (June 13, 2013)

1. Scope

ANSYS UK Limited is part of the ANSYS, Inc. Group.

This Privacy Notice strictly applies to the website concerning registration for ANSYS training in the UK, hosted by Cvent, Inc.

By clicking the appropriate tick-box and submitting the registration form, you understand and accept that any personal information provided is collected by us. This Privacy Notice explains how we use any personal information we collect about you when you use this website.

2. Topics

- [What information is collected?](#)
- [Why is this information collected?](#)
- [How will this information be used?](#)
- [What can you do?](#)

3. What information is collected?

We collect pertinent information about you (such as your name and contact details) when you register with us or place an order for training services. We also collect information when you voluntarily complete customer surveys and provide feedback.

4. Why is this information collected?

The information we collect from you is essential to provide the training or carry out the transaction you have requested. This information is notably required to ensure our export control compliance and improve the training organisation. Sharing this information could help us to deal with your registration request quicker and therefore improve customer service satisfaction.

Refusal to accept collection means you will be unable to submit your training request via this website.

5. How will this information be used?

Information which you supply to us may be used in a number of ways, for example:

- For processing by Cvent, Inc., owner of this website, collecting information on our behalf
- For processing, fulfilling and following-up of requests or orders
- For corresponding with you
- For export control checking
- For organising the relevant training
- For surveys
- For our records, for safekeeping as long as required by Law

If you agree, we shall pass on your personal information to our group of companies so that they may offer you their services.

In processing your request or order, we may send your details to, and also use information from credit reference agencies and fraud prevention agencies.

6. What can you do?

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write to us at the following address:

**ANSYS UK Limited
FAO the Data Protection Officer
97 Jubilee Avenue, Milton Park,
Abingdon, OX14 4RW
United Kingdom**

We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is accurate.

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact us at the above address.

If you want to complain about how your information was handled by us, please contact us at the above address. If we cannot resolve the issue, the UK Information Commissioner's Office (ICO) might be able to help.