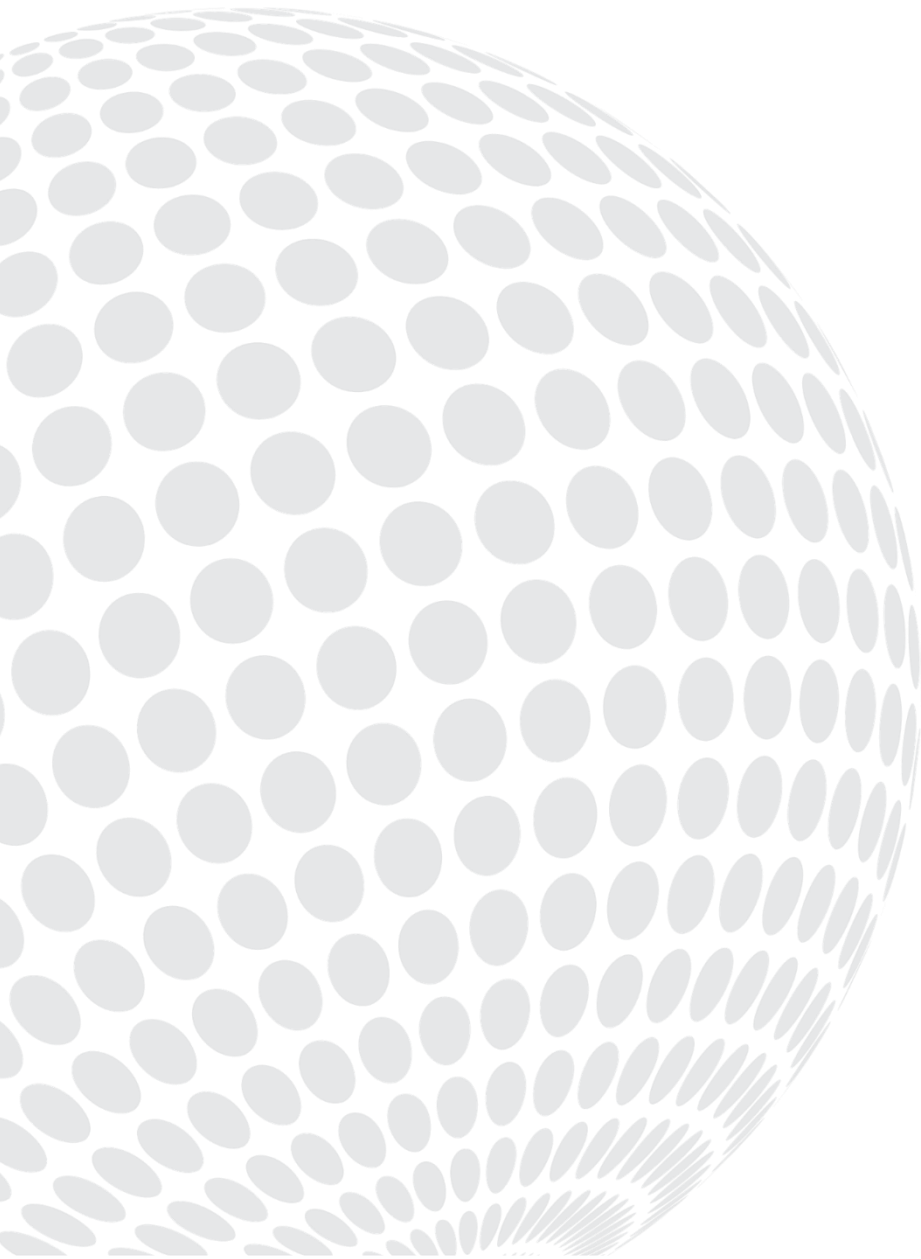


# PRIVACY POLICY



## I. INTRODUCTION

EDUK Qualifications Limited pledges to provide trustworthy and recognized cost-effective UK Qualifications registered with UK Register of Learning Providers (UKRPL). All our courses are developed with the assistance of highly qualified academics and industry experts. We will provide advice and assistance to learners to ensure their continuous professional development. We will ensure all administrative specifications are maintained.

EDUK Qualifications is keenly focused on respecting individuals' privacy. We will undertake all necessary precautions under the current data protection laws.

- ✓ EDUK Qualification Limited will hereby be referred to as EDUK

## II. PURVIEW OF POLICY

The following document outlines how management of information pertaining to learners, approved centres and EDUK appointed staff will be collected and stored by EDUK. The privacy policy must be given to all staff and centres so employees can understand the principles governing the organisation and those that will apply to partner centres.

## III. EDUK QUALIFICATION USE OF CUSTOMER'S DATA

### 1. What personal data does EDUK Qualification compile?

- EDUK Qualifications compiles personal data related to the organisation, this assists in identifying your organisation along with any other pertinent information related to the organisation.
- The information collected will include your organisation name, location and address telephone number, email number, main contact person, and head of the organisation. Payment details, courses offered by them, courses they wish to offer, and responses to surveys conducted and exam records.

## 2. How the data will be collected and stored?

- Data will be collected by a variety of methods comprising of Face to Face, Telephone, Email, and Events & Exhibitions.

## 3. How does EDUK use the information collected?

- EDUK will strictly use information collected for official purposes including administering and regulating registrations, to circulate information in relation to courses, specialist advice, financial transaction records, and details regarding certification.
- Our official logo which can be used for promotion and advertising, updates regarding any changes made to agreements between EDUK and its partner centre, new courses.
- To improve business and products offered

## 4. To whom EDUK Qualifications will give your personal data to:

EDUK Qualifications will never divulge your personal information without the partner centre's consent. The following people or organisation may be given your information:

- Business collaborators and partner universities for administration and regulation purpose of providing information on products and service which you may have requested for EDUK Qualifications.
- Business collaborators and other trusted partners who may provide information that EDUK deems may be of interest to partner centres.
- In the event of legal requirements by Government authorities or if in connection for investigations of any illegal activity or have liability to EDUK Qualifications.
- Any interested third-party organisations which may be interested in a merger or new insights to improve EDUK and their partner centres.

## 5. Subscribe and Unsubscribe

By agreeing to give your information, you are acknowledging your approval to use and disclose by EDUK Qualifications. On the other hand, we strive to provide all partners with autonomy over how personal data is handled by EDUK.

- Use of your data to send you information regarding subjects that may interest you.
- Voluntary sending of information which you as a potential partner have chosen to receive.

- If any point you have chosen to unsubscribe to receiving of information updates you may do so by directly contacting EDUK Qualifications or selecting the unsubscribe function.

## IV. SECURING YOUR INFORMATION

EDUK Qualification will take all required steps to ensure all data given to us will be kept in a safe environment. Although EDUK will not take full responsibility that a partner centres' data will be free from unauthorised interception or access unless in the cases of fraud by EDUK Qualifications. However, EDUK will be not responsible to you for any losses caused by any such unauthorised access of your data.

### The Use of Cookies

A cookie is a small non executable text file that will appear in your computer when you browse a website. Our website will be using two cookies "First Session Cookies" which will save information pertaining to your visit, in the event you complete a form you will be only need to provide information once. The second would be "persistent cookies" which will remain on your computer after your visit. We believe cookies assist in providing you a better experience by identifying which pages are useful to you and which are not. Cookies will not give unnecessary access to any information you do not choose to share with us.

## V. LINKS TO THIRD PARTIES

EDUK Qualifications may have links to other web pages which are not directly under the control of EDUK. The webpages may automatically send your cookies and collect data and information. EDUK will not be responsible and does not accept any liability for their actions or contents on those websites.

### Regulating your data

The organisation may choose to restrict collection or use of their personal information in methods listed below:

- In cases where you have to fill a form for a website, you may choose the option of not received any additional information by anybody for direct marketing purposes.

- In the event you agreed to us using your information for personal marketing and you have a change of mind at a later point you can email us at [info@EDUKedu.org.uk](mailto:info@EDUKedu.org.uk).
- We as an organisation will not give the information provided to us to any persons or an organisation unless you give us consent or is required by law. We may send promotional offers to you which we deem may be of interest to you.
- If you feel any information, we have online is incorrect or incomplete, please write or email us as soon as possible to the email provided [info@eduk.org.uk](mailto:info@eduk.org.uk). We will make all necessary corrections.

## VI. POLICY REVIEW DATE

January 2024

## VII. CONTACT US

If you require further assistance or information on our qualifications and service please contact us

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