

Policy on Privacy

CATEGORY: Student – Administrative

ISSUE DATE: July 14, 2021

REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: CEO

Policy Purpose & Summary

This policy, entitled “Policy on Privacy”, has been created to outline the regulations surrounding the collection, usage, and distribution of any personal information by TechnoEdge Learning.

Scope

This policy applies to all students enrolled at TechnoEdge Learning, all individuals employed by TechnoEdge Learning, and any other individuals acting as representatives, or who hold a titular position, of the TechnoEdge Learning.

Policy

1. COLLECTION OF INFORMATION

- 1.1. TechnoEdge Learning requires certain information about its students in order to better serve them, to enroll them in a course, and to arrange for third party examinations. Without this information, TechnoEdge Learning cannot accept enrolment from a student.
- 1.2. TechnoEdge Learning will only ask for certain personal information such as name, address, email address, and contact telephone number, which is required in order to process an enrolment. In some cases, TechnoEdge Learning will request relevant prior work experience hours to ensure students qualify for specific certification exams.

2. THIRD PARTY DISCLOSURE

- 2.1. TechnoEdge Learning will sometimes be required to disclose certain personal information to a third party for purposes such as arranging external examinations.
- 2.2. TechnoEdge Learning shares your contact information with Engage Bay, our customer relations management provider, so you may send emails and requests for information. We utilize the platform to continue to maintain relationships with clients via email and telephone information.
- 2.3. Email marketing: we may send you emails about our site and related course(s), registration, course content, your course progress or other updates. We may also use your email to inform you about changes to the course, survey you about your usage, or request your opinion.
- 2.4. We use a third-party payment processor to process your payments. Payment processors are PCI compliant. The privacy policy for our payment processor can be found [here](#).

- 2.5. TechnoEdge Learning may at times deliver courses and workshops via online, remote seminar or conferencing platforms. If you participate in online learning, you are accepting the privacy policy of the third-party provider. During remote learning, we may collect certain student-generated content, such as questions you submit to instructors, your feedback, and survey results. We also collect data, such as video content, for quality control purposes.
- 2.6. TechnoEdge Learning will also disclose personal information if required as the result of legal action and only if presented with the appropriate court order.
- 2.7. The TechnoEdge Learning website provides links to third party websites.
 - 2.7.1. This policy does not extend to third party websites, and it is recommended that all students read the applicable privacy policies of these websites.
- 2.8. TechnoEdge Learning is not responsible for the privacy practices employed by third party websites.
- 2.9. The TechnoEdge Learning website uses cookies, tracking pixels and related technologies via the third-party advertising platform called Adroll. Cookies are small data files that are served by Adroll's platform and stored on your device. Adroll uses cookies dropped by them or third parties for a variety of purposes including operating and personalizing the website. Cookies enable Adroll to identify your device when you move between different websites and applications so that we can serve targeted advertising to you. Cookies may also be used to track how you use the site to target ads to you on other websites.
 - 2.9.1. Specifically, the AdRoll cookie we serve through the AdRoll platform for this purpose is named "__adroll". Adroll may also drop an additional AdRoll opt-out cookie if you are opting out. They may also drop cookies from their Advertising Partners for the purposes described above. The Advertising Partner cookies dropped vary by Advertiser implementation.

3. POLICY UPDATES

- 3.1. We reserve the right to make changes to this policy. Any changes to this policy will be notified here. Please check back frequently.