

# Privacy Policy

MARCH 2020

Qualifi is committed to respecting the privacy of individuals and (as required under the General Data Protection Regulation (GDPR) Act) is registered with the Office of the Information Commissioner. Qualifi's ICO registration number is Z3063672.

This Privacy Policy describes how Qualifi processes the personal data Qualifi collects; about how we collect and store data relating to the registration of learners; relevant information relating to Qualifi approved centres; and Qualifi appointed persons. Please therefore read this Privacy Policy carefully.

### **What personal data does Qualifi collect?**

Qualifi collects personal data which identifies you or that can be used to identify you when combined with other information in Qualifi's possession or likely to come into its possession. This personal data may include information such as your name, age, home address, telephone number, e-mail address, organisation name, job title, business address, examination records, bank and payment details, education and training details, CPD record and responses to questionnaires.

### **How is personal data collected by Qualifi?**

Personal data is collected by a variety of means, including face to face; by telephone, mail, internet and e-mail; at events, conferences and exhibitions and via third parties; Qualifi approved centres.

### **How does Qualifi use your personal data?**

Qualifi may use your personal data for the following purposes:

- Administering and managing registrations (eg for the purposes of circulating information relating to courses of study, making offers of membership to affiliated organisations, internal communication and administration of registrations, implementing financial transactions relating to registration and/or certification, payments made for services agreed with Qualifi);
- Advertising, promoting and marketing the business, products, services and activities of Qualifi (including without limitation, sending e-mail notifications and otherwise alerting you to information regarding Qualifi which may be of interest to you);
- Sending you e-mail notifications and otherwise alerting you to information that Qualifi believes may be of interest to you regarding other third parties' products, services and activities.
- To continue to develop the business, goods, services and activities of Qualifi.

### **Who Qualifi may disclose your personal data to**

Whilst none of your personal data will be transferred by Qualifi outside of the European Economic Area without your consent, Qualifi may share part or all of your personal data within the European Economic Area with the following categories or persons:

- Business associates and trusted suppliers and contractors for the purposes of administering and managing your registration and certification and for the purposes of providing you with information, products and/or services requested by you and managing and administering such requests;

- Business associates and other trusted suppliers of goods or services for the purposes of providing you with information that Qualifi believes may be of interest to you regarding Qualifi's or other third parties' products and/or regulatory services.;
- Government authorities, if legally required to do so, or if Qualifi believes necessary in connection with an investigation of any activity that is illegal or may expose Qualifi to any liability;
- Third parties in connection with any proposed merger, re-organisation, or sale of all or substantially all of Qualifi's business.

### **Your Ability to Opt-out / Opt-in**

BY SUBMITTING YOUR INFORMATION TO US, YOU ARE INDICATING YOUR AUTHORISATION TO THE USE AND DISCLOSURE BY US OF YOUR INFORMATION AS SET OUT IN THIS PRIVACY POLICY.

However, it is Qualifi's intention to give individuals as much control as is reasonably possible over how their personal data is processed by Qualifi. Accordingly, several of the purposes described above (such as the use of your personal data for sending you information which Qualifi believe may be of interest to you) are entirely voluntary and such communications will often only be sent to you if you have opted in to receive them.

In any event, you may at any time opt-out of receiving any such communications by either contacting Qualifi ticking an opt-out box (where relevant and applicable) or by following the opt-out procedures described in the relevant communication.

### **Security**

Qualifi takes all reasonable steps to ensure that the personal data you disclose to Qualifi remains in a secure environment. However Qualifi cannot and does not guarantee that your personal data will be free from unauthorised interception or access and except in cases of fraud by Qualifi, Qualifi shall not be liable to you for any losses caused by any such unauthorised interception or access.

### **How we use Cookies**

A cookie is a small non-executable text file that is placed on your computer when you browse a website. Our website uses two kinds of cookies; first party 'session cookies' which retain information for the duration of your visit, for example, if you're completing more than one form you only need to provide your information once; and first party 'persistent cookies' which remain on your computer after your visit. Overall, Cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A Cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. Most browsers are set to automatically accept cookies. For more information read our [cookie policy](#).

### **Links to other Websites**

Qualifi's web site may contain links to other sites not controlled or monitored by Qualifi. These sites may independently send you cookies and collect data and information. Qualifi is not responsible for and does not accept any liability for their actions or the content of their sites. Full details of the Qualifi privacy policy and About Cookies relating to our website can downloaded - [www.qualifi-international.com](http://www.qualifi-international.com)

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [info@qualifi.net](mailto:info@qualifi.net)

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR) Act. A small fee will be payable. If you would like a copy of the information held on you please write to Qualifi Limited, 7 Acorn Business Park, Commercial Gate, Mansfield, Nottinghamshire, NG18 1EX.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.