



## Privacy Policy

Qualifi is committed to respecting the privacy of individuals and (as required by the Data Protection Act 1998) is registered with the Office of the Information Commissioner. Qualifi's 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.

## 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 be downloaded - [www.qualifi-international.com](http://www.qualifi-international.com)

## Review, Correction, Questions and Comments

If at any time you wish to update the personal data you have provided to Qualifi; wish to see Qualifi's records relating to your personal data; or if you have any questions or comments about Qualifi's privacy practices, please contact Qualifi at [info@qualifi-international.com](mailto:info@qualifi-international.com) or alternatively telephone us on 0161 818 9904 and speak to one of our advisors.