the project management training company

FACT SHEET

PRIVACY POLICY

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GENERAL

STS wants to protect the privacy of both our website visitors and our clients. This privacy policy will help you understand how STS SA uses your personal data through your access to and use of this website, our e-Learning portals or digital learning tools. We may change our privacy policy at any time without giving you notice, so you may want to check it regularly.

Whenever you give us personal data, you are consenting to its collection and use in accordance with this privacy policy, including our use of cookies as explained below.

THE TYPES OF PERSONAL DATA WE COLLECT ABOUT YOU

Personal data means any information about an individual from which that person can be identified.

We may collect, use, store and transfer different kinds of personal data about you, including:

- Identity Data: your name, job title and organisation.
- Contact Data: Email address, telephone number and address.
- Financial Data: Payment and bank card details.
- Transaction Data: Products/services purchased, bookings made.
- Technical Data: IP address, browser type, login data, time zone, platform.
- Profile Data: Username, preferences, feedback, survey responses.
- Usage Data: Page views, interaction with website and Digital Hub.
- Marketing and Communications Data: Preferences in receiving communications.
- Sensitive Data: On rare occasions, health and religious data (only if necessary).

HOW IS YOUR PERSONAL DATA COLLECTED?

We use different methods to collect data from and about you including:

- Through your use of our website (for example, when you register as a user, browse, fill in a form, use the webchat feature) or our Digital Learning Platforms.
- When you make enquiries for or purchase our products our services.

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- Through information gathered from publicly available sources such as websites or LinkedIn.

WEB ANALYTICS

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USE OF YOUR PERSONAL DATA

We use your personal data to supply our services to you or your organization, or to inform you about other offerings that may interest you.

We may also use your personal data to carry out research, for example, about our website visitors’ and clients’ demographics, interests and behavior. We do this to improve our understanding of our visitors, clients and potential clients. This research is compiled and analyzed on an aggregated and anonymous basis.

Whenever and wherever we collect, process or use personal data, we take steps to ensure that it is treated securely and in accordance with our privacy policy.

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DISCLOSURE OF YOUR PERSONAL DATA

We may pass your personal data to anyone who needs the data in order to fulfill your request(s) for our services, or to process any payment. We will not disclose your personal information unless we are required to do so by law, or where we need to do so in order to run our business (for instance where we outsource services or other people who process data for us).

DIRECT MARKETING

You may at any time request us to stop using your personal data for direct marketing purposes. If you wish to do this, please contact us.

SECURITY

No data transmission over the Internet or any other network can be guaranteed as 100% secure, but we take all the appropriate steps to try to protect the security of your personal data. We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

We will only retain your personal information for as long as we need to fulfil the purposes we collected it for, including satisfying any legal, accounting, or reporting requirements. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or if is set out in any relevant contract you hold with us. In some circumstances, we may anonymize your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

QUESTIONS ABOUT PERSONAL DATA

If you want to request any information about your personal data, please contact us.

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