



Effective Date: 07/26/2024

LEARNER PRIVACY POLICY

At 123 4 Safety Group Training School, your privacy is not just an obligation; it's a commitment. Our privacy policy has been crafted to ensure that our learners have a clear understanding of how their personal information is handled. This article delves deeper into our privacy practices concerning the collection, use, and sharing of "Personally Identifiable Information" (PII).

Understanding Personally Identifiable Information (PII)

Before diving into our practices, it's essential to understand what PII is. It encompasses data such as your name, contact details like phone numbers, email addresses, residential or business addresses, and financial data like credit card details. It also includes specific details related to your interaction with our services, such as the courses you've registered for, your participation history, and awarded CEUs.

Our Policy:

A Compact of Trust

Your interaction with our services or website signifies your agreement with this policy. This understanding is dynamic, and we reserve the right to make amendments. Always ensure that you are acquainted with the latest version.

Collection & Utilization of PII

We pride ourselves on our non-intrusive approach. Unless you willingly provide your details, for instance, when registering for an event, downloading a product, or interacting with our online tools and services, we do not gather any PII.

We use this volunteered information to better serve you. For instance:

- To process and confirm your registration for events.
- To respond to your queries or feedback.
- To send you relevant information and promotional content.
- To process job applications or other such submissions.

Additionally, if you purchase a service or register for an event, details like your name, address, and payment information will be required for billing and order fulfillment.

Protecting your Information

We have a policy against selling, renting, or sharing your PII for third-party marketing. However, we might include third-party content in our emails, which is done keeping your best interests in mind.

Consolidation of Information

We might combine the details you provide via our website with other information from our records. This amalgamation helps refine our marketing strategies and aids in better website management. Rest assured, this consolidation is always done with utmost discretion.

Sharing your PII

We uphold a rigid stance on this: your PII is not for sale. Neither do we share or rent it out, barring legal mandates that might require such a disclosure.



Terms of Records Release

In situations where your PII needs to be released, such as to comply with legal requirements or for the fulfillment of specific services (e.g., accreditation bodies), we will notify you in advance. This notification will be sent via email or other agreed-upon communication methods, ensuring that you are fully informed and have the opportunity to ask questions or express concerns.

Staff Awareness and Training

We ensure that all staff members involved in the handling, security, and privacy of learner records are fully aware of this privacy policy. Upon joining our team, staff are required to review and acknowledge the policy as part of their onboarding process.

To maintain high standards, staff undergo regular training sessions that cover the importance of data privacy, the specifics of our policy, and the procedures they must follow to protect learner information. These training sessions are conducted annually or whenever significant changes to the policy are made, ensuring that our team remains updated on best practices in data protection.

Keeping you in the Loop: Policy Changes

The digital landscape is dynamic, and so are our practices. While our core commitment to your privacy remains unshaken, the methods might undergo changes. All such alterations will be prominently highlighted in our policy section. In certain scenarios, we might also directly reach out to you, such as via email, to notify you of these changes.

Got Concerns? We're Here to Help!

If at any point you feel that our commitment to your privacy has been compromised, especially concerning our educational events, please don't hesitate to contact our training coordinator Pilin Pereira at pjp@1234safety.com or 347-229-3126. We assure you of a swift investigation and resolution.

To sum up, at 123 4 Safety Group Training School, your trust is paramount. This Privacy Policy is not just a legal document but a testament to our commitment to safeguarding your privacy. Together, let's make your learning journey secure and fulfilling.

References:

ANSI/IACET 1-2018 Standard for CE/T 8.6.a