

DATA PRIVACY POLICY

What we do with your data

When you enroll in a class, buy or renew your membership, or buy a ticket to one of our events, you give us some personal data.

These data:

- Will NEVER be sold to anyone.
- Will only be used in order to contact you regarding your course.
- Can be used, with your express consent, to send you information and newsletters regarding our activities.
- Will be kept for 2 years after your last enrolment with us. Past this date, we will only keep your name, student number and class history and will erase all other data (phone number, email, etc.).

We will:

- Always ask you if you want to opt-in to receive our monthly newsletter.
- Offer you at any time the possibility to opt-out, via an unsubscribe button in our email or if you directly ask us to do so.
- Always make sure the different external services we use to offer you the best experience with the Institute are up-to-date regarding data protection and compliance with the law. Should they fail to meet our criteria, we will change providers.

The service providers and third parties to which we give your data include:

- Online Payment, through *REALEX/Global Payment*.
- Course management software, through *ATL software*.
- Examination enrolment, through the *CCIP* and *CIEP* platform.
- Newsletter and survey management, through *Sarbacane*, *Mailchimp* and *Survey Monkey*.

Should you want to be removed from our database, we will pass on this information to all parties concerned. They may have their own data protection policy.

What you can do with your data

At any time, you can chose:

- To withdraw your consent to receive information and newsletters from us.
- To have access to the personal data we have on you (nothing fancy here as we do not process that information for any decision regarding classes, events, or profiling for any reason).
- To ask for your personal data to be erased from our system (provided this does not prevent us from conducting our business activity).

We remain at your disposal to explain anything you would like to know regarding our policy. We take the matter very seriously as we think data privacy is a fundamental right.