

Margaret & Associates International Ltd designed and manages the site you are viewing. We take data protection very seriously and we are committed to protecting your personal information.

This document explains what information we gather from / about you, what we use that information for, and who we give that information to. This Privacy Policy applies to the collection and use of information of the website where this policy is linked. It also sets out your rights in relation to your information, how long we keep it and who you can contact for more information.

Your personal information is sometimes called “personal data”. We collectively refer to handling, collecting, protecting or storing your personal information as ‘processing’.

Collecting personal information

If you choose to provide us with your personal data, as contemplated above, in addition to using the data for the express purpose for which it was provided, we may, if permitted by applicable law, use your information to:

- To provide services to you that you have requested
- Process a payment that you have made
- Process orders that you have submitted
- To develop our businesses and services
- To administer and manage our website to understand how people, use the features and functions of our website in order to improve the user experience
- To conduct quality and risk management reviews
- Any other purposes for which personal information has been provided to us, including any of the purposes given in the ‘Collection of personal information’ section above.

We do not collect personally identifying information for sale to third parties

Security of personal information

We have implemented generally accepted standards of technology and operational security in order to protect personally identifiable information from loss, misuse, alteration or destruction.

Although we use appropriate security measures once we have received your personal data, the transmission of data over the internet (including by e-mail) is never completely secure. Our site takes industry standard and reasonable precaution to protect our users' information during transmission and upon receipt. When users submit information via the sites, their information is protected both online and offline. When you enter sensitive information on our sites, we encrypt that information using secure socket layer technology (SSL).

In addition, since May 2018, **Margaret & Associates International Ltd** have become compliant with the General Data Protection Regulations (GDPR) and the associated requirements and parameters regarding personal data as prescribed within the GDPR mandate. Only authorised persons are provided access to personally identifiable information we have collected, and such individuals have agreed to maintain the confidentiality of this information.

Sharing personal information

We may transfer, share or disclose the personal data we collect from you to third parties (other organisations or individuals) for:

- The purposes for which the information has been submitted, e.g.
- to book your training course
- The purposes listed above under 'Use of personal information'
- The administration and maintenance of our online services / website and/or
- Other internal or administrative purposes

We also may transfer share or disclose personal data to third party service providers of identity management, website hosting and management, data analysis, data backup, security and storage services.

These third- party providers may use their own third party subcontractors that have access to personal data (sub-processors). It is our policy to use only third- party providers that are bound to maintain appropriate levels of security and confidentiality, to process personal information only as instructed by us, and to flow those same obligations down to their sub-processors.

Other disclosures

We may also disclose personal information to third parties under the following circumstances:

- When explicitly requested by you
- When required to deliver goods or services requested by you
- When required to facilitate a conferences or events that you have asked to attend which are hosted by a third party
- As otherwise set out in this privacy policy.
- We may also disclose your personal information to law enforcement, regulatory and other government agencies and to professional bodies and other third parties, as required by and/or in accordance with applicable law or regulation.

You have the right to request access to your personal data from Margaret & Associates International Ltd, rectification, deletion or limitation of processing, and we may transfer it to another data controller at your request. You may object to the processing of your data to market **Margaret & Associates International Ltd** products or services.

As a global organization offering a wide range of products and services, we have implemented global policies, along with standards and procedures, for consistent protection of personal information.

When selecting our suppliers and partners, we take into account their data handling processes.

If you have questions or complaints regarding our Privacy Policy or practices, please contact our Data Security Officer at admin@margaretassociates.co.uk.

If you do not wish for us to use your data in the ways described above, you may follow the instructions contained in the relevant communication, update your communication preferences in your online account (if applicable), or follow the instructions below, under the heading "YOUR RIGHTS."

Your Rights

The Data Subjects shall have the rights contemplated in the GDPR (articles from 15-21) in respect of the processing of data contemplated thereto, including the right to:

- Obtain confirmation of the existence of personal data concerning him/her /he/she and to gain access to them (right of access);
- Obtain the updating, modification and/or rectification of their personal data (right of rectification);
- Obtain erasure, or to set limits to processing, of personal data whose processing is unlawful, including that which is no longer necessary in relation to the purposes for which it was collected or otherwise processed (right to be forgotten and right to the restriction of processing);
- Object to processing (right to object);
- Withdraw previously given consent, if any, without prejudice
- Receive a copy in electronic form of their data which has been provided to the Margaret & Associates International Ltd and to have such data transmitted to another controller (right to data portability).

To exercise the rights above, and to request any further information regarding how the Margaret & Associates International Ltd processes your data, please send an e-mail at the following address:

admin@margaretassociates.co.uk

Retention Period

This will occur within six months of such three-year period elapsing.

Changes to this Privacy Policy

We reserve the right to update or modify this policy at any time.

If you have any questions or complaints about this privacy policy, the practices of this site or your interactions with this site, please contact:

admin@margaretassociates.co.uk