

# **ENTRIMA'S PRIVACY POLICY**

Entrima's privacy policy sets out how Entrima uses and protects any information that you give Entrima when you visit our website (www.Entrima.org).

Entrima is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our website, then you can be assured that it will only be used in accordance with this privacy statement, unless otherwise stated explicitly.

Entrima may change this policy from time to time by updating this document. You should check this page from time to time to ensure that you agree with changes.

#### **Access to personal information**

## Newsletter subscription

Entrima gives you the opportunity to subscribe to its newsletter. If you sing up to the newsletter (by a newsletter subscription form), you give Entrima permission to store the data you provided making possible to keep you up to date with Entrima's activities, news and / or developments. Entrima offers you always an option to unsubscribe and we will keep your contact details until you unsubscribe.

### Subscription form

In order to apply for our courses (on-site and online), seminars and events, you must fill in a course subscription form giving Entrima permission to store the data you provided making Entrima possible to arrange all the documents necessary for the course or event, for the billing procedure and allowing the communication between Entrima and you as customer/student. Entrima will keep the information given by you till you require us to delete it.

### Information inquiry form

Filling in the course subscription form, you allow Entrima to store the data you provided, allowing Entrima to communicate with you and providing you with the requested information. Entrima will maintain the information provided by you until you inform Entrima to delete it.

Upon request Entrima may grant website's visitors with access to their personal information. Entrima offers visitors the opportunity to correct any inaccurate data or remove it. Should you wish to access your personal information, then please send us an email (info@entrima.org).



### **Data Protection Authority (DPA)**

Entrima operates a charter. In this respect Entrima is registered by the Data Protection Authority (DPA), see <a href="here">here</a>. The DPA supervises the compliance with acts that regulate the use of personal data.

#### **Data collection**

We require this (personal) information to understand your needs and provide you with more service, and in particular for the following reasons:

- Internal record keeping.
- Use the information to improve our products and services.
- Use the information to improve our website.
- If you agree, we will send you from time to time emails regarding our products and services.

We will not sell or distribute your personal information to third parties unless we have your permission or are required by law to do so.

By visiting our website you accept our privacy policy.

Kind regards. Team Entrima