

Statement on collection and handling of personal data

Your privacy is important to Key Risk Training Solutions, and all personal data is collected solely for the purpose of inquiring about or providing services to you on the occasion of you engaging Key Risk Training Solutions, and will not be shared with any other party, except for the explicit purpose of providing such services as you require.

By submitting your contact information in whatever form, you consent to be contacted regarding your inquiry.

Unless your inquiry progresses to a course subscription, no contact information will be stored anywhere other than in our email or social messaging (if applicable) correspondence.

If your inquiry was to progress to a course subscription, your contact details will be stored in quotation, confirmation, diary, and invoicing correspondence and records, so that you can be contacted about matters regarding your course subscription.

After your course has been completed, records of any work conducted by you, or submissions you have made, will be kept for on-going quality assurance review purposes.

Records regarding payments made by you will be kept offline for business and taxation purposes. These are limited to correspondence as mentioned in the previous paragraphs, as well as dates of payments and amounts. Any bank details, as supplied with course subscriptions or payment confirmations, will be kept in on-line email storage if appropriate, and printed format in our business files.

Upon completion of the course, Key Risk Training Solutions may contact you for the purposes of collecting customer satisfaction information, and to notify you of any new course material offered by us in which you might be interested, unless you specifically opt out from such notification.

Any feedback provided by you may be used on the Key Risk Training Solutions website and social media platforms, and will be anonymized if so used.

Key Risk Training Solutions will not use your contact information for purposes of direct marketing by any third party. However we may personally contact you in order to bring to your attention any business, employment, or training opportunities provided by third parties that we may believe you to be interested in, unless you specifically opt out from such notifications.

Your data will be stored, as outlined in the preceding paragraphs, for as long as required for legal purposes.

Your data will not be used for any other purpose other than stated herein and if stored on-line will be kept in secured email services, or on a password protected computer.

You have the right to ask what personal data Key Risk Training Solutions keeps on you, and that it be corrected or destroyed, once the purpose for its collection has passed, subject to retention requirements for legal purposes.