

# Privacy Policy for Course Assessments and Participants

**Effective Date:** 30<sup>th</sup> September, 2020

## 1. Introduction

We are committed to protecting the privacy and security of the personal information of participants in our course assessments. This Privacy Policy outlines the types of personal data we collect, how we use it, how we protect it, and the rights of participants regarding their data.

By participating in our course assessments, you agree to the collection, use, and processing of your personal data as described in this policy.

## 2. Information We Collect

We collect the following types of personal data when you participate in our course assessments:

- **Personal Identification Information:** Name, email address, phone number, organizational details
- **Course-Related Information:** Assessment responses, course progress, and any feedback provided.
- **Technical Data:** IP address, browser type, and session information.
- **Payment Information:** Payment details for course fees (processed through third-party payment processors).

## 3. How We Use Your Information

We use the collected information for the following purposes:

- To administer and assess your performance in the course.
- To communicate with you regarding course-related updates, feedback, and performance.
- To ensure compliance with course standards and regulations.
- To process any payments and manage billing inquiries (if applicable).
- To improve the content, delivery, and functionality of the course.

## 4. Legal Basis for Processing Personal Data

We process your personal data based on the following legal grounds:

- **Consent:** By participating in the course, you consent to the collection and processing of your personal data.
- **Contractual Necessity:** Processing is necessary for the performance of a contract to which you are a participant.
- **Legitimate Interests:** To improve the course and provide a personalized experience.
- **Legal Obligation:** We may need to process personal data to comply with legal or regulatory requirements.

## 5. Data Retention

We retain your personal data for as long as necessary to fulfill the purposes for which it was collected, including compliance with legal, accounting, or reporting obligations. After this period, your data will be securely deleted.

## 6. Data Protection and Security

We take the security of your personal data seriously and have implemented appropriate technical and organizational measures to protect it. These measures include encryption, access controls, and regular security assessments to minimize the risk of unauthorized access or data breaches.

## 7. Sharing Your Information

We do not share your personal data with third parties, except in the following cases:

- With trusted third-party service providers who assist with course administration and assessment tools, under strict confidentiality agreements.
- If required by law or to comply with legal processes (e.g., responding to a court order).

## 8. Your Rights

You have the following rights regarding your personal data:

- **Access:** You have the right to request access to the personal data we hold about you.
- **Rectification:** You can request the correction of inaccurate or incomplete personal data.
- **Deletion:** You can request the deletion of your personal data, subject to certain legal restrictions.
- **Restriction of Processing:** You may request that we restrict the processing of your personal data in specific situations.
- **Portability:** You may request a copy of your personal data in a structured, commonly used format.
- **Withdrawal of Consent:** You can withdraw your consent at any time if we rely on consent for processing your data.

To exercise any of these rights, please contact us using [official@thepact.in](mailto:official@thepact.in)

## 9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be communicated to participants through course announcements or by updating the policy on our website. Please review this policy periodically to stay informed about how we are protecting your personal data.

## **12. Contact Us**

If you have any questions or concerns about this Privacy Policy, or if you wish to exercise your rights, please contact us at:

The PACT

[official@thepact.in](mailto:official@thepact.in)