

## **Privacy policy**

This information is the IAPBE Privacy Policy.

IAPBE undertakes to do its utmost to protect your privacy. IAPBE uses the information collected about you to fulfill its contractual obligations and improve the customer service.

This policy determines the principles and rules on the basis of which we collect, process and use your personal data.

Please carefully read this information in order to understand our position and policy regarding your personal data and how we will use them.

IAPBE reliably keeps the information received from you. We have implemented effective security measures to prevent unauthorized disclosure or access to information about you.

According to General Data Protection Regulation, GDPR that commenced 25 May, 2018 we want to make sure that you know any information you provide through our website will be processed and used.

### **Collection of personally identifiable information**

Information about using the website is collected using cookies.

We collect information only from visitors of our website, in particular that information that you provide to us voluntarily by filling out the appropriate registration forms on our website [iapbe-global.com](http://iapbe-global.com).

- Name and Surname and in English
- Country, city of actual residence
- Contact number
- Contact e-mail

After registering on the site, the user has opportunity to become a member of IAPBE by providing us with information regarding their Diplomas (Certificates, etc.) by filling in necessary sections of the registration form in their personal account and paying a certain fee:

- Certifying organization
- Document Number
- Document's name

- Qualification
- Language for knowledge applicable

This information will be available (after your prior consent and permission) for external users in the "Professional Elite" tab "Diplomas / certificates holders" with a targeted search.

Any user of the site (an employer for example) can look at regalia of a job applicant (IAPBE member).

How we use personal information:

The collected information about the visitors of our site is used only for administration purposes, to fulfill contractual obligations and improve the client service, also so that we can provide you with information on request.

Also, upon your request (by your prior consent), such information can be transferred to third parties.

You have the right to request personal information about yourself. If you want to get a copy of any, please contact us in one of the following ways:

Email: [INFO@IAPBE-GLOBAL.COM](mailto:INFO@IAPBE-GLOBAL.COM)

Address: 311 SHOREHAM STREET, SHEFFIELD, SOUTH YORKSHIRE, S2 4FA, UNITED KINGDOM

Phone number: [+447751002367](tel:+447751002367)

We also want the information you provide to be relevant and truthful.

You can ask us to make changes or delete information that, in your opinion, is inaccurate.

Please email us using the email address or postal address listed above. We use information about you, your professional membership and the benefits that you receive from membership in IAPBE.

We can also use information about you in the following ways:

- Send you messages so that you are aware of the benefits and services available to you within your professional membership
- invite you to take part in surveys connected with your membership or in other areas in which we would like to receive your feedback.
- inform you of relevant events that were organized by IAPBE or third parties that may interest you.

If you provided us with special category data, such as ethnicity, the processing will be carried out with appropriate guarantees and provided that processing applies exclusively to your membership. The data of the special category will not be disclosed outside the IAPBE without your prior consent.

Your information is stored securely in our systems.

We provide your information:

International Center for Advanced Training in Accounting and Finance “Al-Terra” provides all services and administration for IAPBE on its behalf. Therefore, we provide Al-Terra with information that you provide us while your professional membership.

Any messages from third parties are forwarded to you directly by IAPBE.

If you do not want to receive messages you can refuse to receive them.

### **How long do we store your information in a file?**

We will store your information while your professional membership.

In case you write us about the intention to cancel your membership or your membership expires, we will continue storing your information in our system for maximum 5 years. We keep your information in case you want to restore your membership during this period.

### *Right of access*

You have the right to request a copy of your personal data to be processed, as well as information about the processing purposes, the period when data is stored, the identity of any data recipients.

### *Right to alteration*

You have the right to ask us to correct inaccurate personal data relating to you. You have the right to supplement personal data that are incomplete, including by providing an additional application.

### **Restriction Requests**

Upon your further request, we may limit the processing of your data if you believe that the data we store is inaccurate or illegal or we no longer need to process it.

### **Notice of opposition**

You can contact us with a request to stop processing your data for certain purposes. We will stop processing your data if we do not have legal grounds to continue processing.

## **Other**

Servers used to store your personal information are located within the EU.

## **Cookie Policy**

To view the cookie policy, click here:

## **Other sites**

Our site contains links to other sites. This privacy policy applies only to this website, so when you link to other sites, you should review their own privacy policies.

## **Contact us**

Please contact us if you have any requests regarding information about you or our privacy policy:

Email: [INFO@IAPBE-GLOBAL.COM](mailto:INFO@IAPBE-GLOBAL.COM)

Address: 311 SHOREHAM STREET, SHEFFIELD, SOUTH YORKSHIRE, S2 4FA, UNITED KINGDOM

Phone number: [+447751002367](tel:+447751002367)

## **Information about the use of the website**

We collect information about using the site from standard website logs that store the date, time, and source IP address. This information is analyzed to give us a better idea about using the IAPBE website, and our services improvement.

IAPBE strives to provide high-quality information. However, IAPBE does not guarantee that the information available on the website is accurate, complete or up-to-date. The price and availability of information are subject to change without notice. IAPBE does not incur liability for any loss, damage or inconvenience caused by information on this website. IAPBE is not responsible for the content presented on external websites that are linked to the IAPBE website.

## **Ownership of intellectual property**

This website is available only for personal, non-commercial use. Unless otherwise noted, text and graphics belong to IAPBE. Users can not copy, reproduce, republish, publish, distribute, transmit or modify any part of this website.