

IPCE WEBSITE PRIVACY POLICY

WE DO NOT STORE PERSONAL INFORMATION ON THE WEBSITE. IF YOU HAVE CONTACTED US, OR REGISTERED OR PRE-REGISTERED FOR COURSES, YOUR INFORMATION IS HELD IN AN OFF-LINE DATABASE THAT CANNOT BE ACCESSED THROUGH THE WEBSITE.

1. Audience

This policy applies to all visitors to our website.

2. Purpose of this policy

We take the protection of personal information seriously.

The purpose of this policy is to describe the way we collect, store, use and protect information that can be associated with a specific natural or juristic person and can be used to identify that person (“personal information”).

Personal information includes the information you make available to us when you register or pre-register for courses or contact us by way of the contact functionality on the website.

Personal information does not include:

- information that has been made anonymous so that it does not identify a specific person;
- permanently de-identified information that does not relate or cannot be traced back to you specifically;
- non-personal statistical information collected and compiled by us.

3. Acceptance of terms

You accept all the terms of this policy when you register or pre-register for any of our courses or lectures or contact us by way of the contact functionality on the website.

If you do not agree with anything in this policy, you must not make use of the contact or registration facilities offered on this website.

By accepting this policy, you are deemed to have read, understood, accepted, and agreed to be bound by its terms.

4. Changes

We may change the terms of this policy. We will notify you of any changes by placing a notice in a prominent place on the website. If you nevertheless use the services following notification of a change to the terms, the changed terms will apply to you and you will be deemed to have accepted such terms.

5. Collection

Once you use the registration or contact functionalities on our website, you will no longer be anonymous to us as you will provide us with personal information.

This personal information will include your name, surname, email address and telephone number.

We do not automatically receive or record internet usage information on our hosting company's server logs from your browser.

We may receive information regarding the content and pages that you access on the website, and the dates and times that you visit the website, paths taken, and time spent on sites and pages within the website ("usage information").

When you access our website, we may send one or more cookies to your computer to collect usage information. We use information gathered by cookies to improve the website.

6. Purpose for collection

We may use the information provided by you ONLY FOR REGISTERING OR PRE-REGISTERING YOU FOR COURSES OR CONTACTING YOU.

7. Use

We may send administrative messages and email updates to you regarding the website. In some cases, we may also send you promotional messages. You can choose to opt-out of all messages by replying to the email with “unsubscribe” in the subject line.

8. Disclosure

We may disclose personal information if required:

- by a subpoena or court order;
- to comply with any law;
- to protect the safety of any individual or the general public;
- to prevent violation of our terms of service.

We DO NOT sell personal information. No personal information will be disclosed to anyone except as provided in this privacy policy.

9. Employees

We may need to disclose personal information to our employees that require the personal information to do their jobs.

10. Security of personal information

We protect your personal information using computer safeguards such as firewalls and data encryption to protect personal information, and we authorize access to personal information only for those employees who require it to fulfil their job responsibilities.

However, we stress that no personal information is stored on the website.

11. Accurate and up to date

We will try to keep the personal information we collect as accurate, complete and up to date as is necessary for the purposes mentioned above. Your personal information is not kept on the website and it is not necessary to update it on the website.

If you wish your personal information on the off-line database to be updated or deleted, kindly contact us with such a request.

You are able to review or update any personal information that we hold on you by emailing or visiting our offices. We will take steps to verify your identity.

12. Retention of personal information

We will only retain your personal information for as long as it is necessary to fulfil the purposes mentioned above unless retention of the record is required or authorised by law.

During the period of retention, we will continue to abide our non-disclosure obligations.

13. Transfer of personal information outside South Africa

We do not store personal information abroad.

14. Limitation

We are not responsible for, give no warranties, nor make any representations in respect of the privacy policies or practices of any third-party websites.

15. Enquiries

If you have any questions or concerns arising from this privacy policy or the way in which we handle personal information, please contact us.

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