

# Online Privacy Policy

Cybersecurity Training and Consulting (CTC) values its users' privacy. This Privacy Policy ("Policy") will help you understand how we collect and use personal information from those who visit our website or make use of our online facilities and services and what we will and will not do with the information we collect. Our Policy has been designed and created to ensure those affiliated with our commitment and realization of our obligation not only to meet, but to exceed, most existing privacy standards.

We reserve the right to make changes to this Policy at any given time. If you want to make sure that you are up to date with the latest changes, we advise you to frequently visit this page. If at any point in time CTC decides to make use of any personally identifiable information on file, in a manner vastly different from that which was stated when this information was initially collected, the user or users shall be promptly notified by email. Users at that time shall have the option as to whether to permit the use of their information in this separate manner.

This Policy applies to CTC, and it governs any and all data collection and usage by us. Through the use of our site, you are therefore consenting to the data collection procedures expressed in this Policy.

Please note that this Policy does not govern the collection and use of information by companies that we do not control, nor by individuals not employed or managed by us. If you visit a website that we mention or link to, be sure to review its privacy policy before providing the site with information. It is highly recommended and suggested that you review the privacy policies and statements of any website you choose to use to better understand the way in which websites make use of and share the information collected.

Specifically, this Policy will inform you of the following:

1. What personally identifiable information is collected from you through our website;
2. Why we collect personally identifiable information and the legal basis for such collection;
3. How we use the collected information and with whom it may be shared;
4. What choices are available to you regarding the use of your data; and
5. The security procedures in place to protect the misuse of your information

## Information We Collect

It is always up to you whether to disclose personally identifiable information to us, although if you elect not to do so, we reserve the right not to register you as a user or provide you with any products or services.

In addition, CTC may have the right to collect non-personal anonymous demographic information, such as age, gender, household income, political affiliation, race and religion as well as the type of browser you are using, IP address, or type of operating system, which will assist us in providing and maintaining superior quality service.

## **Why We Collect Information and For How Long**

We are collecting your data for several reasons:

- To better understand your needs and provide you with the services you have requested;
- To fulfill our legitimate interest in improving our services and products;
- To send you promotional emails containing information we think you may like when we have your consent to do so;
- To contact you to fill out surveys or participate in other types of market research when we have your consent to do so;
- To customize our website according to your online behavior and personal preference.

The data we collect from you will be stored for no longer than necessary. The length of time we retain the information will be determined based on the following criteria: the length of time your personal information remains relevant; the length of time it is reasonable to keep records to demonstrate that we have fulfilled our duties and obligations; any limitation periods within which claims are made; any retention periods prescribed by law or recommended by regulators, professional bodies or associations; the type of contact we may have with you, the existence of your consent and our legitimate interest in keeping such information as stated in this Policy.

## **Use of Information Collected**

CTC may collect and make use of personal information to assist in the operation of our website and to ensure delivery of services you need and request. At times, we may find it necessary to use personally identifiable information as a means to keep you informed of other possible products and/or services that may be available to you from CTC.

CTC may also be in contact with you in regards to completing surveys and/or research questionnaires regarding your opinion of current or potential future services that may be offered.

## **Disclosure of Information**

CTC may not sue or disclose the information provided by you except under the following circumstances:

- As necessary to provide services or products you have ordered;
- In other ways described in this Policy or to which you have otherwise consented;
- In the aggregate with other information in such a way so that your identity cannot reasonably be determined;
- As required by law or in response to a subpoena or search warrant;
- To outside auditors who have agreed to keep the information confidential;
- As necessary to enforce the Terms of Service;
- As necessary to maintain, safeguard and preserve all the rights and property of CTC.

## **Non-Marketing Purposes**

CTC respects your privacy. We do maintain and reserve the right to contact you if needed for non-marketing purposes (such as bug alerts, security breaches, account issues, and/or changes in products and services). In certain circumstances, we may use our website, newspapers, or other public means to post a notice.

## **Unsubscribe or Opt-Out**

All users and visitors to our website have the option to discontinue receiving communications from us by way of email or newsletters. To discontinue or unsubscribe from our website please send an email that you wish to unsubscribe to CTC. If you wish to unsubscribe or opt-out from any third-party websites, you must go to that specific website to unsubscribe or opt-out. We will continue to adhere to this Policy with respect to any personal information previously collected.

## **Links to Other Websites**

Our website does contain links to affiliate and other websites. CTC does not claim nor accept responsibility for any privacy policies, practices and/or procedures of other such websites. Therefore, we encourage all users and visitors to be aware when they leave our website and to read the privacy statements of every website that collects personally identifiable information. This Privacy Policy Agreement applies only and solely to the information collected by our website.

## **Security**

CTC takes precautions to protect your information. When you submit sensitive information via website, your information is protected both online and offline. Wherever we collect the information, that information is encrypted and transmitted to us in a secure way. You can verify this by looking for “https” at the beginning of the address of the webpage.

While encryption is used to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job are granted access to personally identifiable information. The computers and servers in which we store personally identifiable information are kept in a secure environment. This is done to prevent any loss, misuse, unauthorized access, disclosure or modification of the user’s personal information under our control.

## **Acceptance of Terms**

By using this website, you are hereby accepting the terms and conditions stipulated within the Privacy Policy Agreement. If you are not in agreement with our terms and conditions, then you should refrain from further use of our sites. In addition, your continued use of our website following the posting of any updates or changes to our terms and conditions shall mean that you agree and accept such changes.

**How to Contact Us**

If you have any questions or concerns regarding the Privacy Policy Agreement related to our website, please feel free to contact us at the email and phone number provided on our website.