

## Privacy Policy – P31 Academy

### P31 Academy and personal data

At P31 we take trust and honesty seriously. We're committed to making sure that your personal data is treated fairly, securely and in compliance with data privacy frameworks, including the General Data Protection Regulation (GDPR).

We only collect data for legitimate reasons related to our business and our services. We won't sell your data to anyone. We've outlined in this policy the data that we collect and why. At any time you can get in touch with us at [privacy@p31-consulting.com](mailto:privacy@p31-consulting.com) to find out what data we maintain, why we maintain it or to ask us to remove it from our records.

### What data do we collect?

Whatever we collect, we keep this to a minimum and only ask you to provide data that is relevant. We are as transparent as possible about how we collect, use and store data. We don't collect sensitive personal data (as defined under EU legislation), and we don't collect data about persons under 18 years of age.

#### If you're our client

As our client, or an employee of an organisation who is our client, you may provide us with personal data such as contact information so that we can communicate effectively throughout our work with you. That will include sharing such information, where necessary, with our facilitators and program support staff who are sub-contractors to P31, who are obliged to maintain the same privacy standards. We may, on occasion, use this information to inform you of other P31 products, services and events that may be of interest to you.

We retain that information for as long as is necessary or required by law or regulations. You will likely take part in our services using on-line platforms, and some of your personal data will be captured on those platforms at that time, for the purposes of delivering our blended learning services. These platforms include (but are not limited to) Zoom and Promote®. We choose providers that offer standards of privacy comparable to our own – you can view their privacy statements at <https://explore.zoom.us/en/privacy/> and <https://promoteint.com/sv/en/promote/learning-platform/security-and-technology/>.

#### If you sign up for our events or newsletter

You might have opted-in to our email updates or newsletters. As part of the opt-in process, we collect personal information. We keep this to a minimum – only asking for what we need to stay in touch. We retain that information for as long as is needed for that purpose, or until you ask us to remove your information from our records.

We use that information for a few reasons: to send you a newsletter from time to time; to notify you of any new P31 events or offerings; to contact you if we need to obtain or provide additional



information; to check our records are correct and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations or businesses.

### **If you visit our website**

When someone visits us at <http://www.p31-consulting.com> or <http://www.p31-academy.com/> we use Google Analytics and cookies to collect standard Internet log information and details of visitor behaviour patterns. We do this to find out how visitors are using our site so that we can improve the user experience on an ongoing basis.

This information is only processed in a way which does not identify anyone. We don't make, and don't allow Google to make, any attempt to find out the identities of those visiting our website.

## **Access to your personal information**

You are entitled to view, amend or delete the personal information that we hold at any time. To contact us about your data, please email us at [privacy@p31-consulting.com](mailto:privacy@p31-consulting.com).

If you have questions about how P31 meets its obligations under General Data Protection Regulation (GDPR) or the California Consumer Privacy Act of 2018, please contact at the same email address.

**P31 Consulting, LLC**  
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