

The Global Learning Expedition

Privacy Policy

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1. INTRODUCTION

Petrus Communications (hereafter referred to as ‘Petrus’) is the Controller and responsible for your personal data and is committed to protecting the rights of individuals in line with the General Data Protection Regulation (reference EU2016/679) of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of Personal Data and on the free movement of such data (hereafter referred as : ‘GDPR’) as well as each applicable national Personal Data protection laws and regulations (collectively referred as ‘Data Protection Laws and Regulations’).

To provide access to The Global Learning Expedition Platform (hereafter referred to as ‘Platform’) to the users, we will need to collect and process certain personal information from you. If you have any questions about this policy or the Platform, or about how we use and process your personal information, feel free to contact us at dataprotection@petruscommunications.com

2. WHAT IS PERSONAL DATA?

Personal Data is information that can be used to identify a person either directly or indirectly (hereinafter referred as: ‘Personal Data’). A ‘personal identifier’ is a piece of information that can identify an individual. This definition covers a wide range of personal identifiers to constitute Personal Data, including name, address, email address, identification number, location data or online identifier.

3. PERSONAL INFORMATION WE COLLECT

When you visit the Platform, we automatically collect certain information about your device, including information about your web browser, IP address, time zone, and some of the cookies that are installed on your device. Additionally, as you browse the Platform, we collect information about the individual web pages or products that you view, what websites or search terms referred you to the Platform, and information about how you interact with the Platform.

We also collect your personal data as listed in the registration and application forms, as well as in preparation for the online event.

We may collect the following types of personal information in the registration, application forms and in preparation for the online event:

- Name;
- Email address;
- Mailing and street address;
- Telephone number and other contact details;
- Age or date of birth;
- Details of your education and place of study;
- Any other personal information that may be required in order to facilitate your dealings with us.

We collect Device Information using the following technologies:

- “Cookies” are data files that are placed on your device or computer and often include an anonymous unique identifier;
- “Log files” track actions occurring on the Platform, and collect data including your IP address, browser type, Internet service provider, referring/exit pages, and date/time stamps;
- “Web beacons,” “tags,” and “pixels” are electronic files used to record information about how you browse the Platform.

4. HOW DO WE USE YOUR PERSONAL INFORMATION?

We will use your Personal Data to communicate with you about The Global Learning Expedition programme, including responding to requests for assistance. Your personal data will not be processed subsequently in a way that is incompatible with the purposes described above.

We may collect, hold, use and disclose your personal information for the following purposes:

- To enable you to access and use our Platform;
- To facilitate your enrolment and participation in our online programmes;
- Comply with contractual obligations – reply to enquiries you send to us;
- As a result of your consent – where you have specifically agreed to this, send you communications by email or other specified contact option;
- Within the scope of a legitimate interest – improve and optimise our Platform, send you service, support and administrative messages, reminders, technical notices, updates, security alerts, and information requested by you. To operate, protect, improve and optimise our Platform, business and our users’ experience;
- On the basis of legal obligations or in the public interest – Petrus, as any other company, are subject to legal obligations and in some cases the processing of your Personal Data will be necessary for Petrus in order to fulfil these obligations;

5. SHARING YOUR PERSONAL INFORMATION

We will only pass your data to third parties in the following circumstances:

- You have provided your explicit consent for us to pass data to a named third-party;
- We are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfills our legal obligations in relation to the use of third-party data processors;
- We may share your Personal Information to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information we receive, or to otherwise protect our rights.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by article 46 of the General Data Protection Regulation.

6. HOW LONG WE STORE YOUR PERSONAL INFORMATION?

How long we retain your personal information depends on the type of data and the purpose for which we process the data. We will only retain your personal information for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

If your Personal Data is no longer required for the performance of the contractual or statutory obligations, these will be erased on a regular basis unless further processing is necessary, for instance, for preserving particular evidence under the applicable Data Protection Laws and Regulations, or in the context of legal statutes of limitation.

In some circumstances, we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

7. SECURITY

We may hold your personal information in either electronic or hard copy form. We use technical and organisational security measures in order to protect the data we have under our control against accidental or intentional manipulation, loss, destruction and against access by unauthorised persons. Our security procedures are continually enhanced as new technology becomes available. However, we cannot guarantee the security of your personal information.

8. YOUR RIGHTS

You may exercise certain rights regarding the data processed by us:

- **Withdraw your consent at any time** – Users have the right to withdraw consent where they have previously given their consent to the processing of their personal data.
- **Access your data** – Users have the right to learn if personal data is being processed by us, obtain disclosure regarding certain aspects of the processing and obtain a copy of the data undergoing processing.
- **Verify and seek data** – Users have the right to verify the accuracy of their personal data and ask for it to be updated or corrected.
- **Restrict the processing of your data** – Users have the right, under certain circumstances, to restrict the processing of their data. In this case, we will not process their data for any purpose other than storing it.
- **Have your personal data deleted** – Users have the right, under certain circumstances, to obtain the erasure of their data from us.
- **Receive your data and have it transferred to another controller** – Users have the right to receive their data in a structured, commonly used and machine-readable format and, if technically feasible, to have it transmitted to another controller without any hindrance. This provision is applicable provided that the data is processed by automated means and that the processing is based on the user's consent, on a contract which the user is part of or on pre-contractual obligations thereof.
- **Lodge a complaint** – Users have the right to bring a claim before their competent data protection authority.

9. MANAGEMENT OF COOKIES

What are Cookies

As is common practice with almost all professional websites this site uses Cookies, which are tiny files that are downloaded to your computer, to improve your experience. This page describes what information they gather, how we use it and why we sometimes need to store these Cookies. We will also share how you can prevent these Cookies from being stored however this may downgrade or 'break' certain elements of the sites functionality.

How we use Cookies

We use cookies to record the preferences of our users, to enable us to optimise the design of our Platform. They ease navigation, and increase the user-friendliness of websites and applications. Cookies also help us to identify the most popular sections of our Platform.

Which Cookies do we use?

_gat	Set by Google Analytics. Used to throttle request rate.	1 minute
_gid	Set by Google Analytics. Used to distinguish users.	1 day
_ga	Set by Google Analytics. Used to distinguish users.	2 years
wordpress_logged_in	WordPress log in cookie.	30 days
wfwaf-authcookie	This cookie is used by the Wordfence firewall to perform a capability check of the current user before WordPress has been loaded.	12 hours

You can read more about how Google uses your Personal Information here:

<https://www.google.com/intl/en/policies/privacy/>

You can also opt-out of Google Analytics here: <https://tools.google.com/dlpage/gaoptout>

10. CHANGES

This Privacy Policy is effective 7 July 2021 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on the website.

11. EXTERNAL LINKS

This Platform may contain links to third-party websites ("external links"). We encourage you to review and understand the privacy policies of these websites before providing any information to them. These websites are subject to the liability of their respective operators. Petrus is not responsible and assumes no responsibility for the contents of any linked website, or for any potential damage arising out of or in connection with the use of any such link. The websites to which links are provided in the Platform are not under the control of Petrus. Access to any other website linked to the Platform is at the user's own risk.

The creation of external links does not signify that Petrus endorses or agrees with the content of the linked or referenced contents. In the absence of definitive indications of legal violations, Petrus cannot reasonably be expected to perform continuous monitoring of external links. Should legal violations be brought to the Petrus's attention, however, it will immediately delete such external links.

12. LEGAL INFORMATION

Petrus Communications

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