

## Data Protection & Privacy Policy

Doc. No	DCT2020PLC004R001
Rev. No	R001
Rev. Date	06.01.2020

# **Ege Consulting**

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This Data Protection and Privacy Policy set out to manifest uses and protection of any information and available sources in Ege Consulting operations.

Ege Consulting is committed to ensure that interested parties' privacy, such as learners, is protected and assured that it will only be used in accordance with this privacy statement.

Ege Consulting may change this policy from time to time. Interested parties should check the policy from time to time to ensure that they are aware with any changes.

This policy is posted in our website for sound communication.

#### What we collect

We may collect the following information of learners for Ege Consulting training courses:

- · Name and job title,
- · Contact information including email address,
- Demographic information such as postcode, preferences and interests,
- · Other information relevant to customer surveys and/or offers,

#### What we do with the information we gather

We require this information to understand customers' and learners' needs and provide them with a better service, and in particular for the following reasons:

- Internal recordkeeping,
- · We may use the information to improve our services,
- We may periodically send promotional emails about new products, special offers or other information which we think our customers may find interesting using the email address which they have provided,
- From time to time, we may also use our customers' and learners' information to contact them for market research purposes. We may contact them by email, phone, fax or mail. We may use the information to customize the website according to our learners' and customers' interests.

#### Security

We are committed to ensure that our customers' and learners' information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

#### Controlling customers' and learners' personal information

Our customers and learners may choose to restrict the collection or use of their personal information in the following ways:



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- Whenever they are asked to fill in a form on the website, look for the box that they can click to indicate that they do not want the information to be used by anybody for direct marketing purposes,
- If they have previously agreed to Ege Consulting using their personal information for direct marketing purposes, they may change their minds at any time by writing to or emailing us at <a href="mailto:info@egeconsulting.com">info@egeconsulting.com</a>.

Ege Consulting will not sell, distribute or lease customers' and learners' personal information to third parties unless we have their permission or are required by law to do so. Ege Consulting may use customers' and learners' personal information to send them promotional information about Ege Consulting services which we think they may find interesting if they tell us that they wish this to happen.

Our customers and learners may request details of personal information which Ege Consulting holds about them under the Data Protection Act no 6698. If our customers and learners would like a copy of the information held on them, they can write to <a href="mailto:info@egeconsulting.com">info@egeconsulting.com</a>.

If our customers and learners believe that any information Ege Consulting is holding on them is incorrect or incomplete, they can write to or email us at the above address. Ege Consulting will promptly correct any information found to be incorrect.

06.01.2020, Istanbul

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Özgür Cengiz Founding Director