

## Privacy Policy

British Institute for Accounting and Management

Effective Date: 5<sup>th</sup> of June 2023

At British Institute for Accounting and Management, we are committed to protecting the privacy of our website visitors and users. This Privacy Policy outlines the types of personal information we collect, how we use it, and how we protect your information.

### Information Collection

1.1 Personal Information: We may collect personal information such as your name, email address, phone number, and other relevant details when you provide it to us voluntarily through our website or other communication channels.

1.2 Automatically Collected Information: When you visit our website, we may automatically collect certain information, such as your IP address, browser type, operating system, and other technical details. This information helps us improve our website and provide a better user experience.

### Use of Information

2.1 Providing Services: We may use the personal information you provide to deliver the services you requested, such as preparing students for the bookkeeping certification exam conducted by the International Association of Bookkeepers (IAB).

2.2 Communication: We may use your contact information to send you important updates, notifications, and other relevant information regarding our services, including changes to our policies and terms.

2.3 Third-Party Disclosure: We may share your personal information with the International Association of Bookkeepers (IAB) for the purpose of registering and certifying students. Rest assured that we only share the necessary information required for certification and maintain strict confidentiality standards with the IAB.

### Data Security

We implement reasonable security measures to protect your personal information from unauthorized access, alteration, disclosure, or destruction. We utilize industry-standard security practices and regularly review our systems to ensure the safety of your data.

### Data Retention

We will retain your personal information for as long as necessary to fulfill the purposes outlined in this Privacy Policy or as required by applicable laws and regulations. Once the information is no longer needed, we will securely delete or anonymize it.

### Your Rights

You have the right to request access to your personal information, correct any inaccuracies, and request the deletion of your information, subject to legal and contractual obligations. To exercise your rights or if you have any questions about our data practices, please contact us using the information provided at the end of this Privacy Policy.

### Third-Party Websites

Our website may contain links to third-party websites that are not operated or controlled by us. This Privacy Policy applies solely to our website. We encourage you to review the privacy policies of any third-party websites you visit.

### Changes to the Privacy Policy

We reserve the right to update or modify this Privacy Policy at any time. We will notify you of any material changes by posting the updated policy on our website or by other means of communication. Your continued use of our services after such modifications will constitute your acknowledgment and acceptance of the updated Privacy Policy.

### Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or our data practices, please contact us at:

British Institute for Accounting and Management

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By using our website or providing personal information to us, you consent to the collection, use, and disclosure of your information as described in this Privacy Policy.