

Introduction

RISC Institute is committed to protecting the privacy and confidentiality of personal information of students, employees and members of the public.

In this policy, personal information means information that reveals a distinctive trait about or helps to identify an individual and is not available in the public domain. It does not include business contact information.

1 – Accountability

We are responsible for personal information under our control and We have designated the Operations Manager as the individual who will ensure compliance with this policy.

2 – Identifying Purposes

We shall identify the purpose for which Your personal information is being collected at or before the time the information is collected.

3 – Consent

We shall inform you and obtain Your consent for the collection, use, or disclosure of personal information, except where inappropriate.

4 - Limiting Collection

The collection of Your Personal Information shall be limited to that which is necessary for the purposes identified by Us. Information shall be collected by fair and lawful means. We may collect information about You that you publish on social media or professional membership sites.

5 – Limiting Use, Disclosure, and Retention

Your Personal Information shall not be used or disclosed for purposes other than those for which it was collected, except with Your consent or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes.

We may occasionally use email address or telephone number to inform you or promotions or upcoming events that we are offering. In this case, We shall provide you with an opportunity to unsubscribe to our email or phone marketing.

6 – Accuracy

Your Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

7 – Safeguards

We shall protect Your Personal Information by security safeguards appropriate to the sensitivity of the information.

8 – Openness

We shall make readily available to You specific information about our policies and practices relating to the management of personal information.

9 – Individual Access

Upon request, You shall be informed of the existence, use, and disclosure of Your personal information and You shall be given access to that information. You may challenge the accuracy and completeness of the information and have it amended as appropriate.

10 – Challenging Compliance

You may challenge compliance with the above principles or request an amendment to Your Personal Information by following our Complaints and Appeals policy. (RISC-QP07). A copy of this policy is available from Customer Services or our website.

Responsibility

The Operations Manager has executive responsibility for the effective implementation and execution of this Policy

Signed:



Silvan A. Said

Managing Director

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