

Privacy Policy

Your privacy is very important to us at DDC Training Service. Detailed below are the extensive measures taken to ensure your safety and privacy.

This document describes the privacy policies practiced by DDC Training Service, as it applies to their customers and offered services. It covers the collection, use and disclosure of personal information that may be collected by DDC Training Service anytime you interact with DDC Training Service such as when you purchase DDC Training Service, visit our Web site, or when you request our customer support/information. For your understanding please read the following to learn about our information practices, what information we collect, how it is used, to whom we disclose this information, and how we protect your information.

Introduction

At DDC Training Service we recognize that protection of your privacy is important. This document outlines the personal information we receive and collect when you use DDC Training Service's. We hope that this will answer your questions and enable you to determine if you would like to share your personal information with us.

Personal Data that we collect

The services we offer require for you to register for an account and provide us with some basic personal information.

- **Data you provide:** DDC Training Service collects personal information when an interested individual registers to take any course; or if the individual voluntarily provides this information. This information is used to provide proper certification for individuals who pass our courses and any future newsletters/notices.
- **Email communication:** When you send DDC Training Service an email (or other communication), we may retain these to fully process your requests, and record purposes.
- **Web cookies:** When you visit DDC Training Service one or more times a cookie – a small file of text sent by a server to a web browser; after which a message is sent back to the server each time the browser requests a page from the server –

may be stored in your computer. Most browsers are setup to accept these cookies, but you can reset your browser to refuse or clear cookies.

- **Other sites:** This privacy policy applies only to pages and services owned by DDC Training Service. We have no control over sites that may appear as search results or links from our services. These other sites may be results of Web cookies or existing files on your computer, which may also be extracting information from you.

How we may use your personal data

- We will use your personal information for printing and mailing out your official certificate and wallet card, after you have successfully completed the course.
- The billing information you provide will be used by Paypal.com or Eventbrite.com to compensate (pay) for DDC Training Service; after you have consented to pay.
- We may use this personal information to send out DDC Training Service newsletters or important notices.
- We may also use your personal information with third parties, when/if required by legal processes.
- We will use this information to contact you if we have any questions regarding the courses you enrolled in, incorrect mailing/email address, or in correspondence of support, technical problems, and etc.
- We will maintain your personal information (except billing information) as needed for company records.
- Note: You can decline to provide us with personal information. However, DDC Training Service will not properly function or function at all as a result.

Privacy Protection

- We will not share or sell your personal information without your consent, unless ordered by law.

- We will have record of the billing information you provide to DDC Training Service Web site; however this information can only be accessed by Paypal.com or Eventbrite.com
- We take security measures to protect against misuse, loss and/or data alteration by our system. However, we are not liable for any personal information that you submit to DDC Training Service. All the information that you provide to DDC Training Service is submitted at your own risk.
- We are not held liable if there is a security breach on Paypal.com or Eventbrite.com.

Privacy Questions

If you have questions or concerns about DDC Training Service's Privacy Policy please email us at Darrylc@ddc-training.com

1. What is personal information?

Personal information is what we collect when you first register with DDC Training Service. This includes your first and last name, mailing address, e-mail address, phone number, billing information, and previous course history. Your name, address, and e-mail address is used for your official course completion certificate and wallet card. Any billing information that is provided is directed to Paypal.com or Eventbrite.com