

# Privacy Policy -- Hartnett Academy

Updated December, 2021

At Hartnett Academy, we're serious about privacy and security. We won't sell, rent, or provide your information to a third-party without your express permission.

To purchase materials or enroll in a course, we collect the personal information you give us such as your name and email address. On some forms, we may also ask for things like your job title or company details.

## **Our Commitment to Privacy and Security**

Hartnett Academy respects your privacy and we take your data security seriously. As a Data Controller, we pledge to hold all information you provide to us in absolute privacy. We will not sell or rent your name or personal information to any third party without your express permission. Only authorized employees may access your information.

## **Your Consent**

When you provide us with personal information to become a learner on our site, make a purchase, or participate in a course, you imply that you consent to our collecting your information.

Under the GDPR, you may submit a user access request, via email, to us asking for a detailed report of the personal information we have for you on file, and we will send it to you within 30 days.

Want us to delete your information entirely - you can contact us, via email, and we'll purge your account from our records... just know that you won't be able to access your free or paid content if you do so.

## **How We Use Your information**

You'll need to provide a minimal amount of information to enroll in a Hartnett Academy online course or purchase a product from our website. We need this information to create your account and allow you to sign in to the site.

We may send you emails about our site and related course(s), registration, course content, your course progress, or announcements about other products and services. We may also use your email to survey you about your usage or collect your opinion.

**You can opt-out of any of these mailing programs at any time by using the "unsubscribe" link at the bottom of any email.**

Similarly, we use your data to provide you with relevant next steps, recommended related content, and promotions when you visit our website.

We may also use aggregated data from our users in general for research purposes. In these cases, we don't use your information in ways that can identify you specifically or allow you to be contacted, unless you explicitly request to be.

**Payments:**

If you make a purchase on our site, we use a third-party payment processor such as Stripe or Paypal. Payments are encrypted through the Payment Card Industry Data Security Standard (PCI-DSS). Your purchase transaction data is stored only as long as is necessary to complete your purchase transaction. All direct payment gateways adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express, and Discover.

To protect your personal information, we take reasonable precautions and follow industry best practices to make sure it is not inappropriately lost, misused, accessed, disclosed, altered, or destroyed.

If you provide us with your credit card information, the information is encrypted using secure socket layer technology (SSL) and stored with a AES-256 encryption. Although no method of transmission over the Internet or electronic storage is 100% secure, we follow all PCI-DSS requirements and implement additional generally accepted industry standards.

PCI-DSS requirements help ensure the secure handling of the credit card information.

**Links**

When you click on links, on our site, that may direct you away from our site, we are not responsible for the privacy practices of other sites and encourage you to read their privacy statements.

**Protection of Children's Personal Information**

We never knowingly collect personal information from children. No information should be submitted to Hartnett Academy by visitors under 18 years of age without the consent of their parent or guardian.