

EAST ASIA TRAINING & CONSULTANCY PTE LTD

Head Office: 3 Raffles Place, #07-01, Bharat Building, Singapore 048617

Tel: (65)-62199062 Fax: (65)-67694739

[URL:http://www.eastasiatc.com.sg](http://www.eastasiatc.com.sg)

Privacy Policy

Limiting Collection

1. The Company will use your personal information for fulfilling your order and training request for administration purposes. By providing the Company with your email address, telephone or fax number You consent to being contacted by these means for these purposes. The Company may disclose your information to its agents and service providers for these purposes.
2. Only the necessary personal information is collected from customers' for business purposes. Both the amount and the type of information collected shall be limited to that which is necessary to fulfill the purposes identified.
3. For academic orders, You must be affiliated with a degree-granting institution to receive educational pricing.
4. When You order from us, we send an email to confirm that we received the order, another email to confirm that the order was processed, and a third to provide You with the license codes for activation of your software. For overseas orders, we also sent an email on tracking information and to confirm that the items were shipped. We do not send unsolicited email to our customers.

Limiting Use, Disclosure and Retention

5. We will not disclose, share, transfer, sell or rent personally identifiable information on your orders or trainings to any 3rd party. We do not send unsolicited marketing email to our customers. Customers will occasionally receive email on special promotions we hold. Out of respect for the privacy of our users, users may opt-out of receiving these communications by replying to unsubscribe in the subject line in the email.
6. We do not keep personal information / data for longer than is necessary for those purposes for which they are collected.
7. We have developed guidelines and implemented procedures to govern the destruction of personal information / data that are no longer required to fulfill the identified purposes.
8. We do not use "cookies", "web-bugs" or any other tracking technologies to collect information from users of our web site.
9. We would not display or make publicly available, whether through online directories, customer lists or otherwise, the personally identifiable information collected.
10. We will only publish comments on our website with the consent of our customers.

Accuracy

11. We ensure our customers that all personal information collected is accurate and kept up to date.
12. We do not maintain data-bases of our customer names, addresses, license codes or credit card.

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Safeguards

13. We ensure our customers that appropriate security safeguards are in place to protect personal information / data against unauthorised access, misuse, disclosure, copying, use, alteration, accidental loss or theft, destruction or damage.
14. Only authorised personals have access to our systems. Consultants, business associates, IT contractors or other temporary employees do not have access to the data.

Individual Access and Correction

15. We will respond to our customer's request within a reasonable time and we charge a fee for providing the information or data or service requested for.

Challenging Compliance

16. Our mechanisms and processes are in place to receive and address complaints or inquiries about our policies and procedures relating to the handling of orders or training requests. Appropriate measures will be taken to amend policies and procedures if a complaint is found to be justified.

Links

17. This web site contains links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. This Privacy Policy applies solely to information collected by this website.