

PRIVACY POLICY

1. **Introduction** This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website and fill out any forms, including Google Forms, linked from our website.
2. **Information We Collect and Use.** When you enroll in our trainings, we may collect Personal Information: Information that you provide to us directly, such as your name, email address, phone number, and any other personal details you choose to provide when filling out our forms. We use the information we collect to provide and maintain our services, including responding to your inquiries and processing your requests and to send you information and updates about our trainings.
3. **How We Share Your Information.** We do not sell, rent, or share your personal information with third parties, except in the following circumstances: Service Providers: We may share your information with third-party service providers who assist us in operating our website and providing our services (e.g., Google Forms for data collection). These providers are obligated to protect your information and only use it for the purposes we specify. Legal Requirements: We may disclose your information if required to do so by law or in response to valid requests by public authorities (e.g., a court or a government agency).
4. **Data Security.** We take reasonable steps to protect your personal information from unauthorized access, use, or disclosure. However, no method of transmission over the internet or method of electronic storage is completely secure, and we cannot guarantee absolute security.
5. **Your Rights.** Depending on your location, you may have certain rights regarding your personal information, such as: The right to access the personal information we hold about you. The right to request that we correct any inaccuracies in your personal information. The right to request the deletion of your personal information. The right to object to or restrict the processing of your personal information. The right to data portability. To exercise these rights, please contact us at mpaulampinto@gmail.com.
6. **Third-Party Websites.** Our website may contain links to third-party websites, including Google Forms. We are not responsible for the privacy practices or content of these third-party websites. We encourage you to review the privacy policies of any third-party websites you visit.
7. **Changes to This Privacy Policy.** We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on our website with an updated effective date. We encourage you to review this Privacy Policy periodically for any changes.
8. **Contact Us.** If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at mpaulampinto@gmail.com