



## PRIVACY POLICY

We at CAPD, MP Associates and World Trust Educational Services respect your privacy. The purpose of this Privacy Policy is to outline how we deal with any personal data you provide to us while visiting our Site. By visiting this website, you are accepting the terms of this Privacy Policy. Any external links to other websites are clearly identifiable as such, and we are not responsible for the content or the privacy policies of these other sites.

### Types of Information Collected

We retain two types of information from visitors to our Site:

**"Personal Data"**: This is data that identifies you or can be used to identify or contact you and may include your name, postal address, email address, telephone number. Such information is only collected from you if you voluntarily submit it to us, for example, through "Contact Us" or by completing the resource submission form.

**"Non-Personal Data"**: Like most websites, we gather statistical and other analytical information collected on an aggregate basis of all visitors to our site. This Non-Personal Data comprises information that cannot be used to identify or contact you, for example, user IP addresses, browser types and other anonymous statistical data involving the use of our Site.

### Purposes for which we hold your Information

**Non-Personal Data**: We use the Non-Personal Data gathered from visitors to our website in an aggregate form to get a better understanding of where our visitors come from and to help us better design and organize our website.

**Personal Data**: We will process any Personal Data you provide to us for the following purposes:

- to provide you with targeted information about our work.
- to contact you if required in connection with your inquiry or to respond to any communications you might send to us.

Any communications submitted in paper form will be subject to the same terms and conditions as those completed by via the website or by email.

### Disclosure of Information to Third Parties

We will not disclose, share, or sell your Personal Data to third parties outside of our organization unless you have consented to this disclosure.

### Security

Information that you submit to us through our on-line forms is encrypted during transmission. Your Personal Data is held on secure servers hosted by our Internet Service Provider. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we will take all reasonable steps to protect your Personal Data, the nature of the Internet is such that we cannot guarantee or warrant the security of any information you transmit to us via the Internet.

### Changes to the Privacy Policy

Any changes to this Privacy Policy will be posted on this website so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any time we decide to use Personal Data in a manner significantly different from that stated in this Privacy Policy, or otherwise disclosed to you at the time it was collected, we will notify you by email, and you will have a choice as to whether or not we use your information in the new manner.