
GDPR Privacy Notice

We at TEAM4Excellence understand that privacy is important to you. We want you to know that we respect your privacy and that we are committed to safeguarding your Personal Information. This is why we want to provide you with a clear picture of how the Personal Information that you provide to us is processed, managed, and protected by us. This GDPR Privacy Notice contains important information regarding our privacy practices and the choices we offer our current and prospective trainees with respect to their Personal Information. If you choose to provide us with your Personal Information, you are telling us that that you understand and accept the privacy practices detailed in this GDPR Privacy Notice and authorize us to take actions consistent with this GDPR Privacy Notice. We strongly encourage you to read this GDPR Privacy Notice in its entirety to understand TEAM4Excellence's privacy practices in advance of submitting any Personal Information to us. If you have any questions regarding this GDPR Privacy Notice or any of our related privacy policies, please do not hesitate to contact our Data Protection Officer (DPO).

Scope

This GDPR Privacy Notice applies to our collection, use, and retention ("processing") of Personal Information, including any information transferred from outside the country that we receive and record in the TEAM4Excellence, which identifies, or can be used by us or on our behalf to identify an individual ("Personal Information").

How we collect your information

At TEAM4Excellence, we may collect Personal Information from or about you in a number of ways, for example:

- From the information you voluntarily provide to us when you express an interest in our services;
- When you voluntarily apply to study at TEAM4Excellence and complete other admissions - related processes and procedures, as well as when you enrol in courses;
- When you voluntarily communicate with us by telephone, email, or via our website in order to make enquiries or raise concerns;
- Information collected through surveys and feedback mechanisms.

Types of information

We may collect the following types of Personal Information about you:

- Your name and biographical information;

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- Information about your national origin;
 - Information relating to your education and employment history;
 - Records related to your use of our facilities and services;
 - Photographs from courses, events and CCTV;
 - Information about your involvement, activities, and awards;
 - Financial information including tuition, fees.

How we may use your personal information

We may use Personal Information that we collect from and about you during your association with us for the following purposes:

- Recruit and/or admit you as a trainee or customers at TEAM4Excellence;
- Facilitate training matters, including for: provision of our core teaching, learning, and research services (e.g. registration, assessment, attendance, managing progress, training misconduct investigations, certification, and graduation), and maintaining training records.
- Provide support in non-training matters, including: ensuring safety and security; managing accommodations; managing the use of social media; managing facilities at our premises, including parking; administer finances such as fees, taxes.
- Provide administrative functions, such as: carrying out research and statistical analysis; carrying out audits to ensure compliance with our regulatory and legal obligations; providing operational information; promoting our services; dealing with complaints and inquiries; provide for archiving and statistical purposes;
- Provide trainee contact details to contractors to carry out surveys. These contractors will use trainees' details only for a specific purpose pursuant to our instructions and will then delete them. If you do not wish to participate in any of these surveys, please inform DPO.

We also may process your Personal Information because it is necessary for our legitimate interests. In this respect, we may use your Personal Information for any of the following:

- To provide you with services which are part of our training, consulting and educational mission;
- To monitor and evaluate the performance and effectiveness of our services, including by training our employees or monitoring their performance;
- To maintain and improve our educational, consulting, financial, and human resource management;
- To promote equality and diversity throughout our services;
- To fundraise and for alumni purposes;
- To perform our duties in carrying out in our mission, vision, and values, and our Strategic Plan.

We may also process your Personal Information for compliance with our legal obligations. In this respect, we may use your Personal Information to meet our compliance and regulatory obligations; and in order to assist with investigations carried out by the police and other responsible authorities.

We also may process your Personal Information where it is necessary for emergency medical purposes, or if it is necessary to protect your or another person's vital interests.

Sharing your personal information with others

For the purposes referred to in this GDPR Privacy Notice and relying on the bases for processing as set out above, we may share your Personal Information with third parties. In some cases, you will be asked to opt in to these data sharing arrangements. In those cases, you should carefully consider the possible impact that not opting in will have on provision of our core services, i.e. consulting, teaching, learning, and research to you. Third party recipients may include our affiliates and contractors where there is a legitimate reason for their receiving the information, including:

- Third parties who work with us to provide transport and accommodation;
- Third parties who are contracted to provide services such as IT or security;
- Internal and external auditors;
- Professional and regulatory bodies in relation to the confirmation of qualifications, professional registration and conduct, and the accreditation of courses;
- State departments and agencies where we have a legal obligation to provide information;
- Third parties conducting surveys.

Changes to your personal information

Please tell us promptly about any changes to the Personal Information you have voluntarily provided to us. This is particularly important with respect to your contact details. Please contact our DPO by email using the contact details provided at the end of this document.

How long we keep your personal information

We will retain your Personal Information for as long as needed. Even where you have exercised one of the rights listed below with respect to your Personal Information, we will have the right to retain your Personal Information for compliance with a legal obligation, for the performance of a task carried out in the public interest, for archiving purposes in the public interest, for scientific or historical research purposes, for statistical purposes, or for the establishment, exercise, or defence of legal claims.

Your rights with respect to your personal information

Under the General Data Protection Regulations (GDPR), you have the following rights:

- To obtain access to the Personal Information that we hold about you;
- To object on grounds relating to your particular situation to our processing activities where you feel they have a disproportionate impact on your interests, rights, and freedoms;
- If you believe that your Personal Information that we possess is, or has become, incorrect or is incomplete, you may request to review, revise, correct, or update any of the Personal Information we may have about you free of charge;
- To restrict the processing activities related to your Personal Information (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- To request that we erase your Personal Information;
- To have Personal Information, which you have voluntarily provided to us, produced in a structured, commonly used, and machine-readable format, including for the purpose of transmitting it to another party; and
- To require us not to send you marketing communication.

Please note that the above individual rights are not absolute, and we may be entitled to refuse requests where certain exceptions apply. If you have given your consent and you wish to withdraw it, please contact our DPO by email. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

Protection of your personal information

TEAM4Excellence takes reasonable and appropriate measures to protect Personal Data from loss, misuse, unauthorized access, disclosure, alteration, and destruction, taking into due account the risks involved in the processing and the nature of the Personal Data.

Revisions to this GDPR Privacy Notice

TEAM4Excellence reserves the right, at our sole discretion, to change, modify, add, remove, or otherwise revise portions of our policies and this GDPR Privacy Notice at any time, consistent with the requirements of applicable law. When we do, we will post the revision(s) on our website at <https://team4excellence.ro>

Our contact information

If you have questions about our GDPR Privacy Notice or any other aspect of your privacy and the security of your Personal Information, please contact our DPO by email at office@team4Excellence.ro