

Privacy Policy and Terms

etqaan

**I Education Technology
FZCO**

THE OFFICES 4, ONE CENTRAL, DUBAI WORLD
TRADE CENTRE, UAE



Introduction

This Privacy Policy sets out the foundation on which all personal data that I Education Technology FZCO will collect from you, or that you provide to us via our website and any other method, will be processed.

I Education Technology FZCO only processes Personal Data for Education/School purposes (including, but not limited to, use relating to instruction, administration, and development and improvement of Services intended for Education/School use).

I Education Technology does not use Personal Data for behavioral targeting of advertising.

I Education Technology FZCO respects its clients and their associated End users's privacy and is committed to protecting their data. This Privacy policy informs I Education Technology FZCO's clients and associated End Users of How I Education Technology FZCO processes their Data.

This privacy policy applies to personal data that is processed by I Education Technology FZCO in providing its services to clients and describes I Education Technology FZCO's privacy practices in connection with such processing.

Our website, www.etqaanedu.com should refer to our website privacy notice.

Read this policy carefully to understand our practices relating to your data and how we will treat it.

1. Disclaimer

Some laws (like the European General Data Protection Regulation 2006/679 (GDPR) distinguish between a "controller" and a "processor" (or similar terms). Where I Education Technology FZCO provides personal data in its capacity of providing services to its clients, I Education Technology FZCO will only process that personal data by the instructions of its clients, and I Education Technology FZCO will therefore act as a processor in respect of such personal data. I Education Technology FZCO client will be the controller of that personal data for that purpose and will be responsible to its end users for how their data is processed as the controller. Therefore, end users of clients should check with the school/organisation where a client is if they have any questions regarding how their data is processed in compliance with applicable laws. Client end users who seek access to their data or correct, amend, or delete inaccurate private data should direct their requests to the school/organisation that is I Education Technology FZCO 's clients. Clients may be able to remove and update personal data and data without I Education Technology FZCO's involvement.



I Education Technology FZCO

Trade License Number: L2722

VAT Reg: 104147813000003

Call:00971559440339

Email: info@etqaanedu.com

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2. The Controller of your Data

I Education Technology FZCO is registered as a Data Controller in the UAE for the General Data Protection Article 31, Federal Law No.15 of the United Arab Emirates Constitution on the protection of natural persons through the processing of personal data and the free movement of such data.

At I Education Technology FZCO, we guarantee that all the data you send to us is processed fairly and lawfully, and with due skill and care. We will also guarantee you that the data you submit is solely used for the purposes as set out in this policy.

3. Collection and Use of Personal Information

I Education Technology FZCO collects and uses your personal information to perform the educational functions/services you have requested or have been requested on your behalf by your employer or prospective employer. We also collect personal data when we ask if you consent to us keeping in touch with you by email with information related to our educational functions and services.

We will collect personal data. Personal data will generally consist of your name and school data details. I Education Technology FZCO will confirm your consent for us to hold your personal information before it is stored and processed.

4. Reasons/Purposes for Processing Information

We process personal information to enable us to provide login credentials and platform access to our customers and clients; to promote our services, to maintain our accounts and records, and to support and manage our employees.

I Education Technology FZCO will only use Personal Data where such use is compatible with the purposes outlined above. However, I Education Technology FZCO may process Personal Data without Clients' or End users' knowledge or consent in compliance with the above rules, where this is required by law.



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5. **Type/classes of information processed**

We process information relevant to the above reasons/purposes. This may include:

- Personal details
- Education details

We also process sensitive classes of information that may include:

- Racial or ethnic origin.

We process personal information about:

- Students.
- Teachers
- Employees
- Suppliers
- Professional advisers and consultants
- Complainants, enquirers

6. **Who can access your data?**

We sometimes need to share the personal information we process with the individuals themselves and with employees at I Education Technology FZCO. Where this is necessary, we are required to comply with all aspects of the Federal Decree-Law No. 45 of 2021 on the Protection of Personal Data Protection ('the PDPL') What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

7. **Where necessary or required we share information with:**

Your teacher or trainer

- Educators and examining bodies
- Current or prospective employees.
- Representatives of the person whose personal data we are processing
- Persons making an enquiry or complaint.



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8. DataRetention&Deletion

I Education Technology FZCO will delete an end-user account when instructed by so or will also delete following termination or expiry of the client contract, before deleting Etqaan team will notify the client via email and provide an opportunity to archive end-user data.

retains your information while you / your company remains an active client unless you ask us to delete your information. If you stop being an active client, we will retain your information for next year's subscription unless you are not continuing with us and that your details be deleted; however, we will only contact you if we believe the information, we intend to send to you could be of 'legitimate interest' to you or your company.

If you have signed up to receive our newsletter / requested information from us, we will retain your information until you request to be removed/deleted.

In some circumstances, I Education Technology FZCO will anonymise Personal Data (so that it can no longer be associated with or identify the Client and related End Users) for analytical purposes, in which case I Education Technology FZCO may use this information indefinitely without further notice.

9. Existing Data Information with I Education Technology FZCO

We will use our best endeavors to guarantee that all Personal Data that you have submitted to us is maintained and up to date. However, it is your responsibility to inform us of any changes to your Data to ensure that it is up to date.

Where we currently hold personal information about you, you may at any time request that we modify, update, erase, or provide a copy of this information to you. We will also provide an annual reminder for you to update this data or request your data to be removed. All such deletions and date updates should be sent to etqaan@impactinter.com from the email address of record and these will be actioned within one week and you will receive confirmation that this has been completed. We may only refuse your request where we are legally obliged to do so. Where your request has been refused, we will provide you



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with reasons for this refusal. We will then hold such data for only as long as it is necessarily required by law.

10. International Transfers

Unless agreed otherwise in a contract between I Education Technology FZCO and a client, by default, any personal data processed by I Education Technology FZCO about its clients or their end users will be hosted in Europe or for clients in Europe or the United States of America. Notwithstanding the preceding, during a client and their end users' use of services and interactions with I Education Technology FZCO, Personal Data may be transferred outside of a client's home country and may be stored in and accessed from multiple countries in compliance with applicable laws.

Some of I Education Technology FZCO's external third-party service providers are outside its clients' jurisdiction. Therefore, personal processing data may involve transferring data outside the client's country. Whenever I Education Technology FZCO moves Personal Data out of a client's home country, it ensures a similar degree of protection is afforded to it. I Education Technology FZCO provides that it follows any data protection laws governing the transfer to and from Personal Data outside of Specific jurisdictions.

11. Security of your Personal Information

I Education Technology FZCO has put in place appropriate security measures to prevent personal data from being accidentally lost, used, or accessed unauthorised, altered, or disclosed. In addition, I Education Technology FZCO limits access to Personal Data to employees, agents and any other third parties who have a business need to know. They will process only Personal Data on I Education Technology FZCO's instructions, and they are subject to a duty of confidentiality.

We are committed to the protection of Personal Information submitted to us. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect online and offline. We use a variety of security technologies and procedures to help protect your personal information from unauthorised access, use, or disclosure. While I Education Technology FZCO takes all due care in ensuring the privacy and integrity of the information that you provide, we recognise that no data transmission over the Internet can be guaranteed to be 100% secure. The possibility exists that this information could be unlawfully



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observed by a third party while in transit over the Internet. I Education Technology FZCO accepts no liability should this occur.

Suppose any personal Data is compromised because of a breach of security, In that case, I Education Technology FZCO will take steps to investigate the situation and will notify the client of the security incident by applicable laws and regulations.

12. Changes to this Privacy Statement

Where a change is made to this Privacy Policy it will be set out on our websites to ensure that you are aware of what information we collect and how we will use it. If we plan to use Personal Data in a way that is inconsistent with that stated in this Privacy Policy, we will inform in advance you by email, and it will be your decision as to whether or not you are happy that we continue to store and process your information.

This privacy policy is effective from 01/01/2022.

13. Payments and Refunds

Payment must be clear in 30 days at max, and we accept only online transfers or Deposited Cheques from the school side. The refund will be credited, and the school can use it within 12 months after it expires.

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