

We believe you should always know what data we collect from you and how we use it, and that you should have meaningful control over both. The safety of your personal data is important to us. This statement describes what IH Cairo-ILI follows to protect and respect the privacy of your data.

Last Updated: 28th of May 2018

Data collection and use

- 1- IH Cairo-ILI only uses data which you directly supply to us, and that means the basis is your consent.
- 2- IH Cairo-ILI will only hold your information if you subscribe to our mailing list and newsletter, complete one of our inquiry forms, submit an online booking or if you emailed us directly on info@ihcairo.com / ihcairojobs@ihcairo.com.
- 3- You fill in the inquiry form when you require more information about our products and services. This form will ask you to fill in basic information about you such as your name, email and phone number as well as some demographic information such as your country. Some of this information is optional.
- 4- If you register as a student for any of our courses, we will request your personal details such as but not limited to: first and last name, address, phone numbers, date of birth, job, and e-mail address.
- 5- Any information collected is stored in in-house database. And IH Cairo-ILI has technological and operational security functions in place to protect personally identifiable information from loss, misuse, alteration or destruction.
- 6- We work with other companies, such as IT companies who support our website and other business systems, financial companies which process payments (for example Flywire). They only have access to your data to such an extent as enables them to complete their contract with us.
- 7- Online registration and payment for our courses takes place by **secure server**.
- 8- We use demographic information **only** for statistical analysis and internal research purposes to help us better understand the needs and preferences of our users. We may also use this information to keep you informed regarding future promotions and new products.
- 9- We do not pass on your personal data to third parties without your consent unless this is necessary for the provision of the service or the performance of the contract. And only the relevant information related to the fulfillment of a specific service/contact is provided.
- 10- We do not carry third-party advertising on our site. We do provide links to third-party web sites and if you visit them you will obviously be subject to their privacy policies, not ours.
- 11- The personal information that you give us is not available to third parties at any time. We use the information you provide only for the reasons specified in this document.
- 12- IH Cairo-ILI website currently doesn't use cookies.
- 13- We regularly review and, where necessary, update our privacy information. And if we plan to use personal data for a new purpose, we will update our privacy information and communicate the changes before starting any new processing.
- 14- We will provide you with information on your stored data at any time: If you would like to have information about data that is kept with us, or if you would like to delete, correct or update your data, please contact us at info@ihcairo.com and we will reply to you within 24-48 working hours.
- 15- We only hold your data for long as is necessary on our internal secured server to maintain your registration, attendance, grades, courses' records, etc...
- 16- Visiting this web site, or using any of the services provided on it, constitutes your acceptance of the policy described on this page.
- 17- If you have any questions or comments regarding your privacy while using www.ihcairo.com, please contact us at info@ihcairo.com.