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## Privacy Policy [1]

### Introduction

Please read this Privacy Policy carefully before using and registering with [www.trainingaid.org](http://www.trainingaid.org) ("Website"), an Internet site maintained by TrainingAid GbR ("TrainingAid"). As a user of the Website ("Website User"), you accept this Privacy Policy and consent to TrainingAid's collection and use of the information you provide through the Website.

If you do not want to submit personal information when requested, you will not be able to access certain areas on the Website. However, you do not need to provide personal information to TrainingAid in order to use the Website. TrainingAid may revise this Privacy Policy at any time, so please review it periodically.

Please note:

- This Privacy Policy applies only to the Website, and not to external sites to which we may link. We encourage Website Users to read third party web sites' privacy policies before submitting personal information to them. TrainingAid is not responsible for any information these web sites may obtain from you and we do not review or oversee their privacy policies or procedures.
- This Privacy Policy applies only to information collected online through the Website, and not to information collected in other ways.

### What Information Does TrainingAid Collect?

TrainingAid generally only collects personally identifiable information when you voluntarily register for an account: e.g. enroll in online classes; purchase products; participate in contests, events or promotions; send us questions or comments via online form; and/or, fill out online surveys or other requests we make for suggestions or comments about the Website. This information may include personal information such as your name, e-mail address, telephone number, and mailing address.

Website Users purchasing goods and services through our Website must provide a valid credit card number and expiration date, in addition to name, mailing address, phone number and e-mail address.

We never collect more information than what is reasonably necessary to fulfill your requests and our legitimate business objectives, and we will take appropriate steps to ensure the security and integrity of any information you provide to us.

If you are under the age of 13, your parent or guardian's consent is required before you can provide any personal information to us for purposes of registration and/or other online activities.

### **How Does TrainingAid Use Personal Information of Website Users?**

Generally, TrainingAid only uses personal information collected from and about Website Users for the purpose for which it is submitted, unless other purposes are clearly explained when the information is collected. In such cases, you will have the opportunity to instruct us not to use your data in other ways (for more information, please see the "Opt Out" section below).

If you register with the Website, TrainingAid may periodically contact you with news and announcements. We may use the information you submit via the Website to send you advertising or promotional materials, including information about new courses, features and enhancements, special offers and other events of interest. We also use your personal information for our internal marketing and demographic studies, so we can constantly improve the products and services we provide you and can better meet your needs.

### **Does TrainingAid Share Website Users' Personal Information?**

When you register for a course on the Website (On-Demand Course, or 4-Week Course), you will be automatically added to the e-mail list associated with the course, which is used for the purpose of course-specific communications. You can unsubscribe from this list at any time by using the "unsubscribe" link found in each email. The contact information of course participants (e.g. first name, last name, e-mail address) may be shared with course instructor(s) and/or partner organization(s) that contribute to the course.

When you register for a Live Session, you will be automatically added to the TrainingAid Live Session Newsletter list. You can unsubscribe from this list at any time by using the "unsubscribe" link found in each email. The contact information of Live Session participants (name and e-mail address) may be shared with the Live Session instructor(s) and/or partner organization(s) that contribute to the Live Session.

Other than the above-described cases, the only entities that have access to the Website User's personal information are those who provide necessary support for

the internal operations of the Website (for example, online product fulfillment, certificate printer, e-mail services, or technical support). These entities will not use your personal information for any other purpose, and have agreed to maintain the confidentiality, security, and integrity of the personal information they obtain from us.

TrainingAid may disclose personal information of Website Users if and when we are required to do so by law. Such instances may include, but are not limited to, investigations of fraud, intellectual property infringements, or other activity that is illegal or may expose the Website User or TrainingAid to legal liability. In the event of a merger, acquisition, reorganization, bankruptcy, or other similar event, TrainingAid's customer information may be transferred to TrainingAid's successor(s) or assign(s), if permitted by and done in accordance with applicable law.

TrainingAid does not allow any email harvesting. If you feel you have been contacted in error by a third party due to your use of the Website, please contact us at contact [at] trainingaid.org.

## Cookies and IP Addresses

Like most websites, TrainingAid Website uses "cookies", which are text files placed on your computer, to help the TrainingAid web team analyse how Website Users use the site. For example, a cookie will allow the Website to remember certain things based on your Internet Protocol or "IP" address (an IP address is the string of numbers that identifies each sender or receiver of information that is sent across the Internet), such as the time and duration of a visit to the Website, pages viewed, and the part of the Website where the Website User exits or stops viewing. Gathering such data allows TrainingAid to make updates to content and improve Website navigation and functions.

### How do we use cookies?

A visit to TrainingAid.org website may generate "first-party" cookies and "third-party" cookies.

### First Party Cookies

These are cookies which originate from our own website.

**Session cookie:** We only set a single session cookie, with a name starting with SESS (e.g. SESS02e14f7d190b25f2a722a938926637b8).

**Has\_js:** This cookie determines whether the user has Javascript enabled.

**device\_type:** This cookie identifies the type of device used to view a site (for example: mobile phone, tablet, desktop computer), so that a site can be optimally adapted for that device.

**Drupal.tableDrag.showWeight:** This cookie determines whether a numeric weight is shown when a table is dragged.

**Drupal.toolbar.collapsed:** This cookie is set in order to control toolbar visibility.

### **Third Party and Analytics cookies**

We use Google Analytics to monitor the traffic to our website. We set the cookies named in the table below to do this.

#### **Web Analytics**

TrainingAid uses Google Analytics, a web analytics service provided by Google Inc. of 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA ("Google"). Google Analytics uses cookies. The information generated by the cookies about your use of the Website will generally be transmitted to and stored by Google on servers in the United States. If you've activated IP-anonymisation, Google will reduce your IP address within the member states of the European Union and other member States to the Treaty on the European Economic Area. Only in exceptional cases, the full IP-address will be transmitted to a Google server in the United States and be reduced there.

Google will use this information for the purpose of evaluating your use of the Website, compiling reports on Website activity for TrainingAid, and providing other services relating to Website activity. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google.

You may refuse the use of cookies by selecting the appropriate settings on your browser. However, please note that if you do this you may not be able to use the full functionality of the Website.

**\_\_utma, \_\_utmb, \_\_utmc, \_\_utmz:** These are Google Analytics cookies. Google Analytics helps us collect anonymous statistics on visitors to the site (numbers of visitors, which pages they are viewing, where in the world they are located, etc.). This helps us to better understand how people use the site and to improve it. Google will store this information (Readmore on Google Analytic's privacy policy here [2]). You can opt-out of this by visiting here: Opt-out of Google Analytics cookies [3].

#### **Social Media**

**Facebook:** On course pages and the blog section of the Website, TrainingAid uses Facebook plugins (e.g., the "Like Button") owned by Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA. When you open the pages within the Website that include such a plugin, your browser will connect directly to the servers of Facebook. The contents of the plugin originate from Facebook, Inc. and are transmitted directly to your browser and displayed accordingly on the Website. Facebook Inc. may understand from the information transmitted to the server of Facebook Inc. which pages of the Website you have visited and associate this information to a Facebook account. Furthermore, if you want to actively use Facebook plugins (e.g. press the Like button) corresponding information from your browser will be directly transmitted to Facebook Inc. For detailed information on how and to what extent the Facebook Inc. collects, processes and uses relevant data, please refer to the privacy policies of Facebook Inc. at: [www.facebook.com/policy.php](http://www.facebook.com/policy.php) [4].

**Twitter:** On the Website of TrainingAid, plugins of the short message service Twitter Inc., 795 Folsom St., Suite 600, San Francisco, CA 94107, USA, are used (e.g. "tweet" button). When you visit our websites via the corresponding "tweet" button, the plugin establishes a direct connection between your browser and the Twitter servers. Twitter receives the information that you have visited the Website using your IP address and may associate this information with your Twitter account. If you click on the "tweet" button while you are logged into your Twitter account you can link content on our pages with your Twitter profile. Thus, it is possible for Twitter Inc. to associate a visit to the Website with your Twitter account. TrainingAid has no influence on the transmission and processing of any data by Twitter Inc. For more information on data processing at Twitter, please refer to the privacy policy statement on <http://twitter.com/privacy> [5].

**Google+:** The Website uses the "+1" button of the social network Google Plus, which is operated by Google. If you open a page on the Website containing a "+1" button, your browser creates a direct connection to the Google servers. In doing so, the browser transmit to a Google server which of our websites you visited. The "+1" button is not used to detect your Internet visits in general. Google does not permanently record your browser history and does not evaluate your visit on a webpage with a "+1" button in any other way. Google will store the data about your visit for about two weeks for system maintenance and error recovery purposes. Such data is not associated with individual profiles, user names or URLs and will not be transmitted to TrainingAid. For further information on the collecting and use of data by Google, your respective rights and possibilities to protect your privacy please see <http://www.google.com/intl/de+/policy/+1button.html> [6].

**\_unam:** This **cookie** is related to the ShareThis **Drupal** module and enables integration with the ShareThis social media sharing.

### **Removing or Blocking Cookies**

You can you allow, block or delete cookies installed on your computer by setting your browser options. You can find information about how, in relation to the most common browsers, the links are included below:

- Explorer: <http://windows.microsoft.com/es-es/windows7/how-to-manage-cookies-in-internet-explorer-9> [7]
- Firefox: <http://support.mozilla.org/es/products/firefox/cookies> [8]
- Chrome: <http://support.google.com/chrome/bin/answer.py?hl=es&answer=95647> [9]
- Safari: <http://support.apple.com/kb/ph5042> [9]

Please note, however, the possibility of disabling some cookie prevents or hinders navigation or the provision of services offered on this site.

## **Opt-Out**

You will receive occasional emails from TrainingAid if:

- You have subscribed to TrainingAid Email Newsletters.
- You have registered on the Website to create an account and have opted in to receive TrainingAid's newsletter.
- You have registered for and/or purchased an On-Demand Course or a 4-Week Course.
- You have signed up for a Live Session.

By opting in to one of the e-mail lists above, you are granting TrainingAid the right to use your email address for both the specific purpose of email marketing, and for targeting our advertising efforts both through the TrainingAid Website and e-mails, and through other platforms such as social media sites that TrainingAid uses. Please note that opting out from the e-mail list does not automatically revoke the permission to use the e-mail address for advertising purposes.

If you do not want TrainingAid to contact you about our products and/or services, you can have your name removed from TrainingAid mailing list by using the "unsubscribe" link included in a TrainingAid e-mail or by sending an e-mail to [contact \[at\] trainingaid.org](mailto:contact@trainingaid.org).

In addition to promotional emails, TrainingAid will occasionally send emails to subscribers announcing changes or enhancements to our site or services (e.g. changes to current courses, new courses, special deals and offers). If you do not wish to receive these announcements, please notify [contact \[at\] trainingaid.org](mailto:contact@trainingaid.org) that you wish to opt-out of all announcements.

## **Changing / Deleting Personal Information**

You may at any time change or delete your contact information. To update your contact information, please provide us with information on the activities you participated in, with requested personal information (e.g. email subscription, course purchase). Before we can change or delete any part of your contact information, we require that you provide us with proof of your name and address. Once we receive such proof, we will immediately delete or modify your information and refrain from collecting any other personally identifiable information from you, if requested.

Please note that we retain certain data, if we have a legal basis to do so, for example to fulfill our retention obligation or to conclude transactions.

## **Contacting the Website**

If you have any questions about this Privacy Policy, the practices of this Website, or your dealings with this Website, please contact contact [at] trainingaid.org or by mail:

TrainingAid GbR  
Hofmannstr. 15  
91052 Erlangen  
Germany

## **Change of Privacy Policy**

TrainingAid reserves the right to update this privacy policy.

Last updated: April 1, 2018

## **TrainingAid News & Updates**

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### Links

- [1] <https://www.trainingaid.org/privacy>
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[7] <http://windows.microsoft.com/es-es/windows7/how-to-manage-cookies-in-internet-explorer-9>

[8] <http://support.mozilla.org/es/products/firefox/cookies>

[9] <http://support.google.com/chrome/bin/answer.py?hl=es&answer=95647>