

Island Training Solutions, Inc. Student Privacy Policy

Protecting your private information is our priority. This Statement of Privacy applies to Island Training Solutions, Inc. (“Island Training”) and governs data collection and usage.

Collection of your Personal Information

Island Training may collect personally identifiable information (“Personal Information”) during the process of providing training services requested by you or your company. This Personal Information will be limited to your name and email address; if you or your company requests that we ship training materials to you, we also will collect shipping address and phone number.

Information about your computer hardware and software is never collected. Neither Island Training nor our vendors will have access to your workstation or to any information residing on your workstation.

Use of your Personal Information

Island Training uses your Personal Information only during the process of providing contracted services that you or your company requested. This process may include providing VM infrastructure connection test and access codes to you via email, delivery of printed training materials, and class attendance reporting. Your company also may request that we contact you via email to evaluate your class and to provide certificates of training completion.

Island Training may share your Personal Information with trusted vendors to deliver the contracted services, including class registration, customer support, and shipping of training materials. All such third parties are prohibited from using your Personal Information except to provide these services to Island Training, and they are required to maintain the confidentiality of your information.

Island Training does not use your Personal Information for any other purpose, including marketing or other forms of solicitation. You may, however, request such information independent of your training services via our website www.islandtraining.com.

Island Training does not sell, rent, or lease its student or customer lists to third parties.

Island Training will disclose your Personal Information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Island Training; (b) protect and defend the rights or property of Island Training; and, (c) act under exigent circumstances to protect the personal safety of users of Island Training, or the public.

Security of your Personal Information

Island Training secures your Personal Information from unauthorized access, use or disclosure. At the request of your company, we may retain your Personal Information for up to one year; otherwise, Island Training purges your Personal Information within 90 days of services.

ISLAND TRAINING SOLUTIONS, INC.

Changes to this Statement

Island Training will occasionally update this Statement of Privacy to reflect company and customer feedback.

Contact Information

Island Training welcomes your questions or comments regarding this Statement of Privacy. If you believe that Island Training has not adhered to this Statement, please contact Island Training at:

Island Training Solutions, Inc.
5102 Durham Chapel Hill Boulevard
Durham, North Carolina 27707

Telephone number:
919-401-8485

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