

# Optilearn – Privacy Policy

Last updated 2nd July 2021

Our commitment is that we will never sell your data or hold it for longer than we need to. If you would like a copy of all of the data we hold related to you, please make a written request to us ([enquiries@optilearn.co.uk](mailto:enquiries@optilearn.co.uk)) and we will respond.

## 1. Definitions

"We", "Optilearn" or "us": refers to Optilearn (optilearn.co.uk). Optilearn is a trading name of Shawbrook Solutions Limited (Companies House: 11937434).

"You": Any (legal) entity or person that has reached an agreement with us.

"Agreement": Arrangement in written or digital recording, based on which you can participate in a selected workshop or course offering.

"Course": Any training, workshop or event offered by us or our partners, advertised through 'Optilearn.co.uk', 'Scrum.org', affiliated social media or third-party booking tools. This list is not exhaustive.

## 2. How we process your data

2.1. When you register for a course or workshop, we ask for your email address, name, address, payment information and similar data. We use this to keep you informed with information about the course and to send you an invoice. Before and after the course, we may send you a few emails with additional materials.

2.2. When you sign up to receive our blogs or newsletter, we will ask for your email address so that we can send you these blogs and newsletters. At any time you can unsubscribe from these by emailing us. We will then remove your details from our system.

2.3. If you email us, or send us messages through other platforms, we may keep a history of these messages for the purpose of keeping track of conversations. All official communication will come from the '@optilearn.co.uk' domain email addresses.

2.4. We don't sell your personal data or trade it with others for commercial purposes.

2.5. We make no assurances of how any third-party store and use your data.

## 3. How we store your data

3.1. Data stored in third-party platforms is stored per that platform's security protocols.

3.2. If we determine that your personal data has been compromised by unauthorised

third-parties, we will inform the authorities and comply with GDPR legislation.

## 4. Changes

4.1. We reserve the right to change this privacy policy as circumstances change, our services are updated or when it is required to do so by law.