



# **Teach & Explore**

## **Privacy Policy**

Teach & Explore values trust and respect in terms of our client's right to privacy. Thus, we are fully committed to provide you with an online platform that makes your privacy a priority. To learn more about the processes of collecting, storing, using, and disclosing data on our website, kindly read our privacy policy coverage including the terms and conditions.

Our web services strictly follows the Data Protection Act 2018 and the EU General Data Protection Regulation 2016/679 when it comes to user interaction. With us, you are safe in sharing your personal details as we promise we will not disclose it to third parties.

## **Our Privacy Policy Coverage**

The Privacy Policy consequently covers personal information usage that are collected from you whenever you access or use our web services including the time you have reached through our Contact Us page. In addition, we collect different types of data such as your personal information to help us identify you as a credible individual using our site.

## **Types of Information Collected From You**

Any information that you share with us are directly received and stored. The most common information we gather is your personal information including your name, address, and age. Among the contact details we collect are postal address, telephone number, financial information, immigration status, emergency contacts, employment history, education details, and email.

In case we need to check your financial background, we will ask for your financial information. We also collect personal public service number for more accurate profiling, but you can provide other information that will help us identify you as an individual.

We at Teach & Explore completely understands that all these information are sensitive and confidential. Therefore, we guarantee you that any information you provide us are treated with utmost privacy. Trust us that we will never share your information to third parties, especially without your approval.

## **Usage of Information**



Once you provide your information to us, please be advised that we use it to:

- Securely provide you with recruitment services you need regardless if you're a candidate, user, or client of our site.
- Allow you to provide your CV and other applications details before applying for our jobs or subscribing to Job Alerts.
- Provide details on appropriate job vacancies to individuals who signed up or registered on our site. This will help us match your CV with the right job opportunities currently available. Also, it will ensure that we find the perfect position that suits your qualifications.
- Respond to your questions and other related concerns.
- Update you with other services or products that will help you as a professional. You get real-time updates through the email address, personal or business, you have provided upon registration.
- Comply with state laws and standard procedures in investigating a crime, collecting taxes, and other duties governed by any applicable laws or court orders.

Processing, using, and disclosing of any information as mentioned above will always seek your permission first. Rest assured that we will reach out to you before disclosing your personal details as we make sure to use any information with explicit consent.

Any applicable laws or requirements may also need your personal information for specific marketing activities. When necessary, we will ask for your permission before partaking in these activities.

Moreover, your information may also be used in communicating with you through email regarding job opportunities and events that may help you. We can send you newsletter based on the marketing preferences you have provided us.

### **Sharing of Personal Data**

First and foremost, we never share any personal information given to us without your knowledge. But since we are employing professionals at Teach & Explore, please understand that we may share your details with potential employers in order to boost your chances of getting hired.



In case we need to outsource personal information from third parties and outside contractors, rest assured that we will consider contractual measures in order to protect your data based on this Privacy Policy.

If we need to sell, merge, or transfer our company's assets, we reserve our rights to share or assign personal information to third parties. However, we will make sure that you will be notified regarding the matter.

## **Security and Protection of Your Personal Details**

To protect your privacy rights, we only use the most suitable technical, administrative, and organizational security measures so that your information is safe from misuse, loss, or unauthorized disclosure, access, and alteration.

While we take all the precautionary measures to keep your data private, we do not ignore the possibility that third parties might access the site and collect your information. Teach & Explore has no liability if this event occurs.

## **Until When Will Your Data Be Used?**

As long as it's necessary to retain your information, we will abide by this Policy when using your personal details. We determine how long your data will be retained based on the nature, sensitivity, and amount of personal information you have shared with us.

Generally, any personal information that we keep are retained for at least 10 years from your last contact with our site.

## **Automatically Collected Information from Users**

Once you're on our website, we gather certain information from your device including the IP address, time of visit, pages visited, and referring website. We use appropriate technologies to gather these information from visitors including cookies saved on users' computers.

## **Cookies and Tracking Technologies Used**

Cookies are bite-sized pieces of information that are stored on visitor's hard drive. They are generally used by websites and are safe on your system. We use cookies to track online activities to ensure our users get smooth web experience when using our site.

The cookies we use on your computer belong to these categories:



- Functionality
- Analytics
- Performance
- Necessary

If you permitted our site to send you marketing or any promotional communications, you may choose to opt-out by simply clicking the unsubscribe link provided at the bottom of our emails.

## **Updating and Accessing Your Information**

According to the General Data Protection Regulation, your rights are as follows:

**Right to Object.** In case you don't agree with how we use your personal information, you can notify us by sending a request. However, we may respond up to 30 days or longer depending on certain cases.

**Right to Withdraw Consent.** If we have your permission to process or use your information for some activities, you can withdraw your consent.

**Right to Rectification.** If we obtained incomplete or inaccurate personal data from you, you can request for rectification so that we can change and correct your personal details.

**Data Subject Access Request.** You can always request to confirm any information about you that we use or keep in the website. Response to requests may take 30 days and you will be asked to verify all the details you have provided before confirming. We may also decline any request according to legal requirements, but we'll make sure you get an explanation of why we did so.

**Right to Erasure.** If we have obtained your information unlawfully, you can request to delete your data. Again, we have the right to respond to these requests within 30 days or so.

**Right to Lodge a Complaint with a Supervisor Authority.** You can lodge any complaint by visiting the Office of the Data Protection Commissioner.

## **Storage of Personal Data**

Teach & Explore hosts personal data using Microsoft Azure, an ISO/IEC 27018 certified, and other servers located in our service country. We may decide to transfer information to other locations. If that happens, we will take all necessary controls and measures to protect your personal data according to applicable laws and standards.



## **Privacy Policy Changes**

We reserve the right to make any changes to this Policy whenever necessary in order to provide better web services to our users, clients, and candidates. However, we ask you to regularly review our Privacy Policy to keep posted regarding the changes that may occur.

If you have concerns about this Policy, please do not hesitate to [contact us](#) and we will provide you with the best resolution.