



Stairway Foundation Inc. Privacy Policy

This privacy policy will explain how our organization uses the personal data we collect from you when you use our e-learning website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
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- What data do we collect?

Our Company collects the following data:

- Personal identification information (Name, email address, nationality etc.)

How do we collect your data?

You directly provide Stairway Foundation the data we collect. We collect data and process data when you:

- Register online to use our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.
- Use our e-learning modules including any contributions that you make.

How will we use your data?

Our Company collects your data so that we can:

- Process and manage your account.
- Provide e-learning modules/courses and customized content
- Use provided answers from quizzes and activities in statistics (anonymously)

Stairway Foundation will not share your personal data for commercial purposes

How do we store your data?

Stairway Foundation securely stores your data at FastComet Inc., San Francisco, USA. At any of the companies 11 datacenters around the world.

Stairway Foundation will keep your e-mail, name and other data for 2 year after last use of our services. Once this time period has expired, we will delete your data manually. Anonymous records of your activities may be included in our statistics after your personal account has been terminated.

Marketing

Stairway Foundation will never directly share your personal data for commercial purposes. If you use any of the social media options to register, you already complied to their use of your information and activities for marketing purposes.

What are your data protection rights?

Stairway Foundation would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access – You have the right to request Stairway Foundation for copies of your personal data. We may charge you a small fee for this service.
- The right to rectification – You have the right to request that Stairway Foundation correct any information you believe is inaccurate. You also have the right to request Stairway Foundation to complete the information you believe is incomplete.
- The right to erasure – You have the right to request that Stairway Foundation erase your personal data, under certain conditions.
- The right to restrict processing – You have the right to request that Stairway Foundation restrict the processing of your personal data, under certain conditions. You may not be able to use our services.
- The right to object to processing – You have the right to object to Stairway Foundation's processing of your personal data, under certain conditions.
- The right to data portability – You have the right to request that Stairway Foundation transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

Call us at: +63 917 8431922

Or write to us: info@stairway.ngo

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

How do we use cookies?

Stairway Foundation uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website
- Track your progress in our e-learning modules and courses

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, our website features will not function as a result.

Privacy policies of other websites

The Stairway Foundation's e-learning website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 10 August 2020.

How to contact us

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: info@stairway.ngo

Call us at: +63 917 8431922

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Stairway Foundation has not addressed your concern in a satisfactory manner, you may contact the Philippine authorities.