



## ***MASTERING PROJECT MANAGEMENT LLC***

### **WEBSITE PRIVACY STATEMENT**

Your privacy is important to Mastering Project Management LLC. This privacy statement provides information about the personal information that Mastering Project Management collects on its website, and the ways in which Mastering Project Management uses that personal information.

#### **Credit**

This document was created using a Contractology template available at <http://www.contractology.com>.

#### **Personal information collection**

Mastering Project Management may collect and use the following kinds of personal information:

- information about your use of this website, including pages visited
- information that you provide for the purpose of registering with the website, including contact information for free offerings, enquiries, and suggestions or feedback;
- information that you provide for the purpose of subscribing to or participating in the website services, including blog participation or any other subscription; and
- any other information that you send to Mastering Project Management, in the course of visiting our website

#### **Using personal information**

Mastering Project Management may use your personal information to:

- administer this website;
- personalize the website for you;
- enable your access to and use of the website services;
- publish information about you on the website;
- send to you products that you may purchase;
- supply to you services that you may purchase;
- send you statements and invoices;
- collect payments from you; and
- send you marketing communications.

Where Mastering Project Management discloses your personal information to its agents or sub-contractors for these purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, Mastering Project Management may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

#### **Securing your data**

Mastering Project Management will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Mastering Project Management will store all the personal information you provide on its secure servers.

Information relating to electronic transactions entered into via this website will be protected by encryption technology.

#### **Cross-border data transfers**

Information that Mastering Project Management collects may be stored and processed in and transferred between any of the countries in which Mastering Project Management operates to enable the use of the information in accordance with this privacy policy.



In addition, personal information that you submit for publication on the website will be published on the internet and may be available around the world.

You agree to such cross-border transfers of personal information.

#### **Updating this statement**

Mastering Project Management may update this privacy policy by posting a new version on this website.

You should check this page occasionally to ensure you are familiar with any changes.

#### **Other websites**

This website contains links to other websites.

Mastering Project Management is not responsible for the privacy policies or practices of any third party.

#### **Contact Mastering Project Management**

If you have any questions about this privacy policy or our treatment of your personal information, please write to Grant Ross:

- by email to [grant.ross @ mastering-project-management.com](mailto:grant.ross@mastering-project-management.com); or
- by US Mail or other postal carrier to [address provided by calling +1.303.885.2083].