# **Privacy Statement**

Last Updated: October 2025

Certification Readiness respects your privacy and is committed to protecting your personal data. Our Privacy Statement explains how we collect and use information in accordance with the General Data Protection Regulation (GDPR) and other applicable privacy laws.

## **Information We Collect**

We only collect personal information that you voluntarily provide to us, such as your name and email address, when you join our program, log into our portal, complete a contact form, or otherwise engage with our organization.

#### **How We Use Your Information**

Your information is used solely for the purposes for which it was provided — typically to:

- Communicate with you about our programs and initiatives.
- Respond to your inquiries or requests.
- Improve our outreach and engagement.

# **Data Sharing and Security**

We do not sell, rent, or share your personal information with any third parties. We implement appropriate technical and organizational measures to ensure your data is stored securely.

### **Your Rights Under GDPR**

If you are located in the European Union, you have the right to:

- Access, correct, or delete your personal information.
- Withdraw your consent at any time.
- Lodge a complaint with a supervisory authority.

To exercise these rights, please contact us at <a href="mailto:nancyallen@certificationreadiness.org">nancyallen@certificationreadiness.org</a>.

### **Data Retention**

We retain your information only as long as necessary to fulfill the purposes outlined above or as required by law.

### **Contact Us**

If you have any questions about this Privacy Statement or our data protection practices, please contact: Certification Readiness, c/o CEO Nancy Allen, <a href="mailto:nancyallen@certificationreadiness.org">nancyallen@certificationreadiness.org</a>.