

EXAM PREPARATION SERVICES PRIVACY POLICY

Introduction and General Terms

At Exam Preparation Services (revision4exams.co.ke), we are committed to protecting the personal information we hold about our members, subscribers and website users or any other data subject whose personal information we hold. Personal information as outlined in this policy is being processed by Exam Preparation Services /revision4exams.co.ke (“**we**”, “**our**”, “**us**”, “Exam Preparation Services.”).

Our commitment to you

We are committed to managing and safeguarding your personal information in accordance with current legislation and best practice. Our aim is to be responsible, relevant and secure when using your data. Whenever you provide personal information, we will treat that information in accordance with this privacy policy. We will process the personal information you have supplied to us to conduct and manage our business to enable us to give you the most appropriate marketing, information, service and products and provide the best and most secure experience. These are what we consider to be our ‘Legitimate Interests’. We endeavor at all times to keep your data accurate and secure, and to honor your data preferences with regard to receipt of direct marketing e.g. email.

Our website may contain hyperlinks to websites owned and operated by third parties. These third-party websites have their own privacy policies, and are also likely to use cookies, and we therefore urge you to review them. They will govern the use of personal information you submit when visiting these websites, which may also be collected by cookies. We do not accept any responsibility or liability for the privacy practices of such third-party websites and your use of such websites is at your own risk.

We reserve the right to revise or amend this Privacy Policy at any time to reflect changes to our business or changes in the law. Where these changes are significant we will endeavor to email all of our registered users to make sure that they are informed of such changes. However, it is your responsibility to check this Privacy Policy before each use of the Revision4Exams website.

Who we are

Revision4exams.co.ke is an online platform managed by Exam Preparation Services ,an accounting and finance consultancy firm registered in Kenya. The platform’s goal is to help students revising for various professional exams (e.g. CPA and ATD) and other related exams in Kenya.

What data we collect

When you send us information, submit an online form or when you visit our website, we may collect both personal and pseudonymous data about you.

When we talk about personal data, we mean any information that can identify you as an individual, such as your name and postal address. Pseudonymous data doesn't identify you as a person, but it might be used in aggregate, for instance when you participate in a survey or when we analyze audience interaction with our products and services.

Data you provide to us

When you participate in, access, purchase or sign up to any of our services, activities or online content, such as membership subscriptions, newsletters, competitions or events, we receive personal information about you. This can consist of information such as your name, email address, postal address, telephone or mobile number and school, as well as information collected about your use of our services (such as when you enter our sites and how long you stay on them).

Data we collect through your use of our websites

We may collect information about how you use our websites or other content online, and the device(s) you use to access the services. This includes collecting unique online identifiers such as IP addresses, which are numbers that can uniquely identify a specific computer or other network device on the internet. Anonymous data will be recorded for the purpose of reporting web traffic statistics, advertisement 'click-throughs', and/or other activities on our sites.

How we use your data

We may use the information you share with us and the information we collect through your use of our sites in the ways described below and as described at the time of capture.

Newsletters

We will use the details you have shared to send you the newsletter to which you have subscribed. We will provide a way for you to unsubscribe on every newsletter we send to you. Details you share with us for the purpose of newsletter subscription will never be shared with a third party.

Membership Subscription

We will use the details you have shared to manage your subscription to our website, which includes sending you login details, managing access to your online account, taking secure payments, sending you details on how to use your membership subscription and achieve the most out of your revision, to handle any customer query you may have and to contact you via telephone, email, SMS and post with information relating to your membership subscription. e.g. to notify you of the expiry date of your subscription or to remind you of a password or to notify you of updates to our privacy policy.

Customer Services/product delivery

We will use the information you provide to deliver customer services related to your purchase and to respond to inquiries or requests that you direct to us. Your data will not be added to any marketing lists unless you have consented to this, and will only be shared with third parties where we have appointed them to manage specific aspects of your customer care.

Direct Marketing

We may use the details you share with us to send you offers and promotions by email, post, telephone or SMS wherever we have legitimate interest grounds to do so and where you have not objected. We will provide a way for you to opt-out of receiving marketing promotions both at the time of data capture and every time we contact you thereafter. You can also email (info@revision4exams.co.ke) to request your details are suppressed from all promotional campaigns. We won't use your personal data for marketing purposes at all if you've told us not to.

Legitimate Interest

We may process your personal data on the basis of a legitimate interest which may include promoting similar products or services via direct marketing activity, to manage suppression and unsubscribe requests received from you, to identify and prevent fraudulent behavior, maintaining the security of our system, data analytics, enhancing, modifying or improving our services, identifying usage trends and determining the effectiveness of our campaigns.

Whenever we process data for these purposes we will ensure that we always keep your personal data rights in high regard and take account of these rights.

Cookies Policy

We use cookies and similar technologies across our website to improve its performance and enhance your user experience. This policy explains how we do that.

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes, related subdomains ("Site" or "Sites") as well as any other service ("Service") operated, owned, managed and administered by Exam Preparation Services.

1. Restrictions

1.1 Age

If you are under 13, please do not use any of the services provided on this site (revision4exams.co.ke). Also, please do not attempt to register for membership or send any information about yourself, including your name, address, telephone number, or email address. If in the event we unknowingly gather information from a child under the age of 13, we will delete that information immediately.

2. Use of this Website

2.1 Available Files

Exam Preparation Services does not guarantee that videos or files available for viewing through the site will be free of contaminating or damaging code such as viruses, trap doors and the like. Exam Preparation Services does not endorse content, nor warrant the accuracy, completeness, correctness, timeliness or usefulness of any opinions, advice, content, services, or merchandise provided through the service or on the internet generally.