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## **Privacy and Data Protection Policy - Statera Academy**

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Statera Academy respects and protects the privacy of our students and staff.

Disclosure: Statera Academy will not sell, trade, or disclose to third parties any user details derived from the registration for or use of an Statera Academy Service -- including user names and addresses -- without the consent of the user (except as required by law or in the case of imminent physical harm to the user or others). When Statera Academy uses agents, contractors or companies to perform services on its behalf, Statera Academy will ensure that the company protects your information consistent with this Policy.

Collection and Use of User Details: Statera Academy will collect and use user details for billing purposes, to anticipate and resolve problems with your service, or to create and inform you of products and services that better meet your needs. This means that Statera Academy may use your details, in conjunction with information available from other sources, to market services to you that we think will be of interest to you, but we will not disclose your details to third parties who want to market products to you.

Statera will collect name(s), date of birth, email address for student identification, and documentation provided for reasonable adjustment or special consideration applications. Mailing addresses will be collected to mail certificates upon completion. This same data passed to WSET and will be handled in accordance with WSET's Privacy Policy.

User Choice: A user may choose not to receive direct marketing communications from Statera Academy. Upon such choice, Statera Academy will remove the user from their distribution list.

If you have any questions or concerns about our Privacy Policy or any Statera Academy matter, please do not hesitate to contact us at [keith@StateraAcademy.ca](mailto:keith@StateraAcademy.ca)